



# NFC

## Procedures



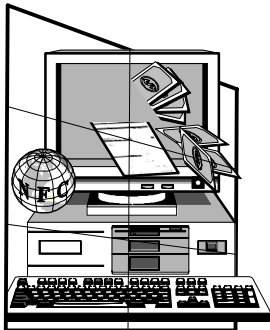
**National Finance Center**  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

April 2006

# Reporting Center

TITLE I

CHAPTER 29



# Reporting Center



**National Finance Center**  
Office of the Chief Financial Officer  
U.S. Department of Agriculture

### **IMPORTANT INFORMATION !**

NFC provides a hardcopy of this procedure version only upon customer request.

For information about this publication, please contact the Payroll/Personnel Publications And Communications Branch (PPCB). Instructions for contacting PPCB and other support sources are provided in the **About This Procedure** section of this publication.

## Table Of Contents

<b>About This Procedure</b>	<b>v</b>
How The Procedure Is Organized	v
What Conventions Are Used	vi
Who To Contact For Help	vi
<b>Overview</b>	<b>1</b>
About The Reporting Center	1
Related Systems	1
Responsibilities	3
Access And Security	3
Requesting Access To The Reporting Center	4
Hardware Requirements	4
<b>Getting Started In The Reporting Center</b>	<b>5</b>
Learning About The Reporting Center	5
Online Help	5
Starting The Reporting Center	5
Change Your Password	7
Use The Description Pop-ups	7
Use The How Do I Pop-ups	8
Reporting Center Command Buttons	9
Exiting The Reporting Center	10
Select A Report Menu	10
<b>Using The Reporting Center</b>	<b>15</b>
Creating Reports	15
Creating A Report As A Chart Or Graph	16
Viewing Reports Online	18
Saving Reports In My Reports Folder	19
Retrieving Reports From Your My Reports Folder	20
Creating A Spreadsheet	21
Saving Reports To A Folder	22
<b>Field Instructions For Using The Reporting Center</b>	<b>23</b>
Reporting Center Main Menu Field Instructions	23
Change Your Password Pop-up Field Instructions	23
Select A Report Menu Description	24
My Reports Pop-up Field Instructions	24
My Reports Listing Menu Field Instructions	24
<b>Running Administrative Reports</b>	<b>25</b>
Energy Data Download	27

<a href="#">Energy Detail .....</a>	<a href="#">33</a>
<a href="#">Energy Summary .....</a>	<a href="#">39</a>
<a href="#">Leave Error .....</a>	<a href="#">45</a>
<a href="#">Telephone Download .....</a>	<a href="#">47</a>
<a href="#">Telephone Over The Max Limit .....</a>	<a href="#">51</a>
<a href="#">OTRS/IPAC .....</a>	<a href="#">53</a>
<b><a href="#">Running Financial Reports .....</a></b>	<b><a href="#">55</a></b>
<a href="#">SF-224 Abstract Of Trans (SCAP5D) .....</a>	<a href="#">57</a>
<a href="#">FSDW Abnormal Balance By Treas Sym .....</a>	<a href="#">59</a>
<a href="#">FSDW Abnormal Balance By Fund Report .....</a>	<a href="#">61</a>
<a href="#">FSDW Adjustments Report .....</a>	<a href="#">63</a>
<a href="#">FSDW Consolidated Financial Statements .....</a>	<a href="#">65</a>
<a href="#">FSDW Crosswalk Trial Balance .....</a>	<a href="#">67</a>
<a href="#">FSDW Eliminations Report .....</a>	<a href="#">69</a>
<a href="#">FSDW Financial Statement Consistency Report .....</a>	<a href="#">71</a>
<a href="#">FSDW GL Account Trial Balance .....</a>	<a href="#">75</a>
<a href="#">FSDW Preliminary Financial Statements .....</a>	<a href="#">77</a>
<a href="#">FSDW Trial Balance .....</a>	<a href="#">79</a>
<a href="#">FSDW Trial Balance By Treasury Symbol .....</a>	<a href="#">81</a>
<a href="#">FSDW SF133 .....</a>	<a href="#">83</a>
<a href="#">FSDW FMS2108 .....</a>	<a href="#">85</a>
<a href="#">SF 2812 .....</a>	<a href="#">87</a>
<a href="#">Statement Of Earnings And Leave .....</a>	<a href="#">89</a>
<a href="#">W2 Wage And Tax Statement .....</a>	<a href="#">91</a>
<b><a href="#">Running Personnel Action Reports .....</a></b>	<b><a href="#">93</a></b>
<a href="#">All Actions .....</a>	<a href="#">95</a>
<a href="#">All Actions Minority Profile .....</a>	<a href="#">99</a>
<a href="#">Hires .....</a>	<a href="#">103</a>
<a href="#">Hires Minority Profile .....</a>	<a href="#">107</a>
<a href="#">Promotions .....</a>	<a href="#">111</a>
<a href="#">Promotions Minority Profile .....</a>	<a href="#">115</a>
<a href="#">Separations .....</a>	<a href="#">119</a>
<a href="#">Separations Minority Profile .....</a>	<a href="#">123</a>
<b><a href="#">Running Workforce Reports .....</a></b>	<b><a href="#">127</a></b>
<a href="#">Age Profile .....</a>	<a href="#">129</a>
<a href="#">Civilian Employment (SF113-A) Report .....</a>	<a href="#">133</a>
<a href="#">Civilian Employment (SF113-G) Report .....</a>	<a href="#">135</a>
<a href="#">Dental Plan Payment Report .....</a>	<a href="#">137</a>
<a href="#">Dues Withheld .....</a>	<a href="#">141</a>
<a href="#">Education Level Profile .....</a>	<a href="#">145</a>
<a href="#">Employee Search (By Name) .....</a>	<a href="#">149</a>
<a href="#">Employee Search (By SSNO) .....</a>	<a href="#">167</a>

<a href="#">Employment By Disability Code</a>	169
<a href="#">Employment Changes</a>	173
<a href="#">Flex Fund</a>	177
<a href="#">Gender Profile</a>	181
<a href="#">Grade Distribution</a>	185
<a href="#">Grades Across Minority And Gender</a>	189
<a href="#">Grade Range</a>	193
<a href="#">Leave Balances</a>	197
<a href="#">Leave Liability</a>	203
<a href="#">Length Of Service Profile</a>	209
<a href="#">Life Insurance Listing</a>	213
<a href="#">Manpower Analysis</a>	219
<a href="#">Minority Profile</a>	225
<a href="#">Occupation (PATCO) Profile</a>	229
<a href="#">Organization Profile</a>	233
<a href="#">Pay Plan And Grade Distribution</a>	237
<a href="#">Reduction In Force (RIF) Report</a>	241
<a href="#">Retirement Eligibility</a>	245
<a href="#">Retirement Profile (Inc. Early Out)</a>	249
<a href="#">Roster Of Employees</a>	254
<a href="#">Salary Summary</a>	259
<a href="#">Statement Of Earnings And Leave</a>	263
<a href="#">Use-Or-Lose Leave Report</a>	267
<a href="#">W-2 Wage And Tax Statement</a>	273
<a href="#">Heading Index</a>	<b>Index - 1</b>



## About This Procedure

This procedure provides instructions for accessing and operating the Reporting Center. The following information will help you use the procedure more effectively and locate further assistance if needed.

## How The Procedure Is Organized

The major sections of this procedure are described below:

**Overview** presents an overview of The Reporting Center, including security access information and instructions for accessing the system. It also provides basic operational information including how to get help using The Reporting Center.

**Field Instructions For Reporting Center** contains instructions for completing the fields on reports.

**Running Administrative Reports** provides explanations and instructions of all reports on the Administrative Reports menu.

**Running Financial Reports** provides explanations and instructions of all reports on the Financial Reports menu.

**Running Personnel Reports** provides explanations and instructions of all reports on the Personnel Reports menu.

**Running Workforce Reports** provides explanations and instructions of all reports on the Workforce Reports menu.

**Heading Index** provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

To keep you informed about new or changed information related to this system, NFC issues short publications called bulletins. This procedure and all related bulletins are listed in the NFC Publications Catalog available online from the NFC Web site (<http://www.nfc.usda.gov>) home page. Users can choose to view and/or print bulletins from the list provided in the Publications Catalog.



## What Conventions Are Used

This procedure uses the following visual aids to identify certain kinds of information:

Convention	Example
Important extra information is identified by a note, warning, caution, or reminder icon in the left margin.	<b>Note:</b> If you only have access to one agency, organizational information will be completed for you.
Figure references link figures with the text. These references are printed in bold sans serif font.	On the Select A Report Menu ( <b>Figure 7</b> ), select the applicable report.
References to headings in the procedure are printed in the same font as figure references. <b>Note:</b> When a heading is referenced in the procedure, you can use the Heading Index to locate the page number.	Complete the fields as indicated under <b>My Reports Pop-up Field Instructions</b> .
References to command buttons or keyboard keys are printed in bold and enclosed in brackets.	Click <b>[Done]</b> .
Field names are printed in the margin.	<b>User Id</b> Type your Reporting Center Id.

## Who To Contact For Help

For questions about the system (including help with unusual conditions), contact the Payroll/Personnel Call Center at **504-255-4630**.

For access to the Reporting Center, contact your agency NFC security officer.

---

## Overview

This section presents the following topics:

- [About The Reporting Center](#)
- [Related Systems](#)
- [Responsibilities](#)
- [Access And Security](#)

## About The Reporting Center

The Reporting Center is a Web-based application designed, developed, and maintained by the National Finance Center (NFC) for personal computers (PCs) running on a Microsoft Internet Explorer Browser of 5.5 SP2 (or higher) or a Netscape Navigator Browser of 6.2 (or higher) with JavaScript enabled. The Reporting Center is an interactive Web site that enables agencies to produce predefined and customized reports. The Reporting Center is accessed from the Application Launchpad on the NFC Home page. These reports can be viewed online, printed, saved to a folder, and/or displayed in a graphical format.

The Reporting Center is available for use by the following individuals:

- Managers
- Personnel specialists
- Other employees of NFC-serviced agencies

The following types of reports are available on the Reporting Center:

- Administrative
- Financial
- Personnel Action
- Workforce

## Related Systems

Listed below are systems from which data is obtained for Reporting Center reports.

**Central Accounting System (CAS).** CAS is an accounting system that produces financial management reports required of Treasury, the Office of Management and Budget (OMB), the General Services Administration (GSA), and other agencies.

**Employee Reporting System (EMPR).** EMPR maintains master files on employment data.

**Federal Agency Centralized Trial Balance System II (FACTS II).** The FACTS II database contains budgetary information used for Budget Execution and Budgetary Resources and Year-End Closing Statements.

**Federal Financial System (FFIS).** FFIS is a fully integrated financial package that is designed to meet stringent budget and funds control needs, as well as, complex multi-fund accounting and reporting needs. FFIS integrates a wide range of accounting-related functions to support a comprehensive financial system including:

- Budget and Funds Control;
- Cost Allocation;
- Project Cost Accounting;
- Spending; and
- Accounts Receivable

**Intragovernmental Payment And Collection System (IPAC).** IPAC is used to obligate funds for transactions between government agencies.

**Information Research/Inquiry System (IRIS).** IRIS provides access to at least one calendar year of current and five calendar years of historical payroll/personnel data and certain payroll document history.

**Miscellaneous Payments System (MISC).** MISC is used to process a variety of payments and transactions. MISC supports a variety of payments and adjustments through the use of Forms AD-757, Miscellaneous Payments System, and Form AD-742, Transfer And Adjustment Voucher. These forms permit authorized agencies to record disbursement and adjustment transactions within and between agencies directly to accounting records maintained at NFC.

**Online Payment And Collection System Intragovernmental Transactions (OPAC).** OPAC is used to obligate funds for transactions between government agencies.

**Payroll Processing System (PAYE).** PAYE computes the employee's gross pay, makes applicable deductions, applies adjustments (corrected T&As and/or personnel documents) from the Adjustment Processing System, develops the net amount due, and prepares data for the issuance of a salary payment by Treasury. PAYE updates the database to reflect salary payments as well as the employee's leave. PAYE also prepares an earnings statement for all paid employees each pay period, reflecting the current payment, plus year-to-date information on earnings, deductions, leave, bonds, adjustments, retirement, etc. Reports that are updated biweekly are updated on the Monday following the weekend that PAYE is run.

**Planning And Tracking System (PATS).** PATS is a Mainframe system used to track/monitor all system-related projects initiated by the payroll/personnel community.

**Purchase Order System (PRCH).** PRCH provides a complete purchase order system used for the purchase of goods and services from commercial or governmental suppliers. PRCH processes obligations, accruals, and vendor payments for all transactions submitted via Form AD-838, Purchase Order. PRCH produces disbursement, accounting, and reporting records and internal journal vouchers. Different codes enable PRCH to pay and account for transactions based on a predetermined method of payment (e.g., scheduled payments, advance payments, or partial payments).

**Travel System (TRVL).** TRVL is used to process travel authorizations, travel advances, and travel vouchers for temporary duty and relocation. Documents may be entered into TRVL in three ways: (1) by submitting hardcopy forms, (2) through Travel Online Data Entry, and (3) through the PC Travel System.

## Responsibilities

Listed below are the responsibilities of the primary organizations involved in processing and system maintenance.

### **The Agency:**

- Assigns profiles to employee(s).
- Submits access (and access termination) requests for user(s).

### **The National Finance Center:**

- Provides security to prevent unauthorized personnel from accessing the Reporting Center.
- Provides agencies the capability to view and modify transmitted transactions.
- Maintains suspense transactions in the database until they have been corrected or deleted.
- Applies all successfully processed transactions to the database.
- Provides help text and procedures for users.

### **User:**

- Never leaves Reporting Center session unattended.
- Does not use the Auto Complete for Id's and passwords.
- Does not give password to anyone.
- Changes password if there is any suspicion that it has been compromised.
- Clears history after each session, when using a shared PC.
- Exits the NFC Home page before going on to other sites.

## Access And Security

Security is designed to prevent the unauthorized use of systems and databases. For security information, including user identification numbers (user ID's), passwords, and obtaining access to a specific system, see the Security Access procedure (Title VI, Chapter 1, Section 1).

For more information, see:

[Requesting Access To The Reporting Center](#)  
[Hardware Requirements](#)

## ***Requesting Access To The Reporting Center***

To access the Reporting Center, you must:

- Use a personal computer and a secured telecommunications link to NFC.
- Have authorized security clearance.

For information about connecting and disconnecting from your telecommunications network, see the instructions that are provided with your specific network.

Individuals must request access through their agency's NFC security officer. The request should provide the following information:

- User name
- User social security number (ssn)
- User ID
- User email address
- Agency name
- User access level requested. The requester must state whether or not the user requires access to sensitive data (data contained in the IRIS 300 level screens) and/or detail data.
- Security Officer or User Acceptance Tester. If the user is either a security officer or a user acceptance tester, this must be stated on the request.
- Telephone number
- Application name (The Reporting Center, including the reports and organizations needed. If the user requires access to Administrative Reports, these reports must be listed individually due to the nature of the data.)

The access level requested should be based on the individual's assigned work requirements and job functions.

## ***Hardware Requirements***

You will need the following equipment to run the Reporting Center:

- Access to the Internet with a Microsoft Internet Explorer Browser of 5.5 SP2 (or higher) or a Netscape Navigator Browser of 6.2 (or higher) with JavaScript enabled.
- Access to the Reporting Center.
- A PC with Internet capabilities.
- Printer capable of printing Web pages.

---

## Getting Started In The Reporting Center

This section presents the following topics:

- [Learning About The Reporting Center](#)
- [Starting The Reporting Center](#)
- [Reporting Center Command Buttons](#)
- [Changing Your Password](#)
- [Using The How Do I Pop-ups](#)
- [Using The Description Pop-ups](#)
- [Exiting The Reporting Center](#)
- [Select A Report Menu](#)

### Learning About The Reporting Center

To use the Reporting Center, you must have some knowledge of Microsoft Windows. Use your Windows user guide for help with navigating in a Windows environment. Also, online help is available to assist you in learning about processing Reporting Center requests.

For more information, see [Online Help](#).

#### **Online Help**

The online help feature is available as a reference tool when you are requesting data in the Reporting Center. To use online help, select **Help** at any window.

### Starting The Reporting Center

To start the Reporting Center:

1. Log on to the Internet.
2. Connect to the NFC Home Page at *www.nfc.usda.gov*.
3. On the Application Launchpad on the NFC Home Page, select the Reporting Center icon. A Warning Message appears (**Figure 1**).



Figure 1. Warning Message

4. After reading, agreeing to, and accepting the Warning Message (Figure 1), click [OK]. The Reporting Center Main Menu (Figure 2) is displayed.



Figure 2. Reporting Center Main Menu

5. To view a list of reports available under each category and a description of each report, click the down arrow on the Report Descriptions drop-down. This list will display all available reports. Once you login to the Reporting Center, you will only be able to see a list of those reports available to you based on your security access.
6. On the Reporting Center Main Menu, complete the fields as indicated under **Reporting Center Main Menu Field Instructions**.
7. After completing the User Id and Password fields, click [Login] to Login to the Reporting Center. If you do not have a user id and password, you must have your agency NFC Security Officer submit a Security Access Request requesting access to

the Reporting Center. For more information on obtaining a user id and password, see **Requesting Access To The Reporting Center**.

8. After logging in, you can perform any of the following options:

**Change Your Password**

**Use The Description Pop-ups**

**Use The How Do I Pop-ups**

## ***Change Your Password***

You can change your password at any time, but not more than once a day. You will also need to change your password when it expires.

**To change your password:**

1. On the Reporting Center Main Menu (**Figure 2**), check the Change Password box.
2. Click **[Login]**. The Change Your Password pop-up (**Figure 3**) appears.



The image shows a web form titled "Change Your Password". It contains two text input fields: "Enter New Password" and "Confirm New Password". Below these fields is a "Submit" button.

**Figure 3. Change Your Password pop-up**

3. Complete the fields on the Change Your Password pop-up (**Figure 3**) as indicated under [Change Your Password Pop-up Field Instructions](#).
4. Click **[Submit]** to save the change. A Confirmation pop-up (**Figure 4**) appears.



**Figure 4. Confirmation pop-up**

5. Click **[OK]** to exit the Confirmation pop-up (**Figure 4**). The Select A Report menu (**Figure 7**) is displayed.

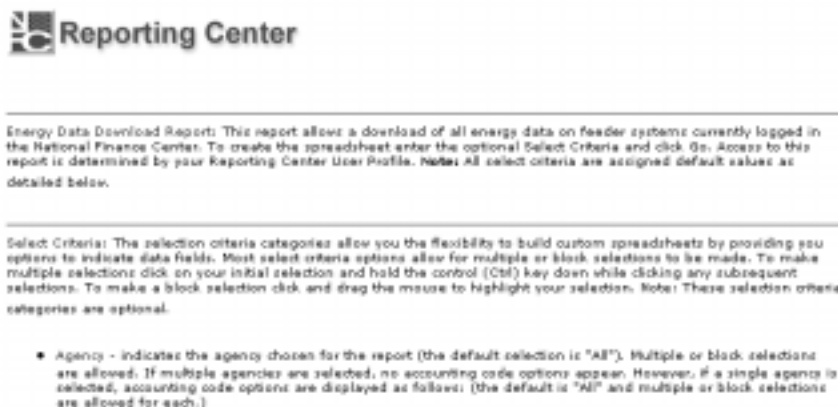
## ***Use The Description Pop-ups***

The Report Descriptions box provides pop-ups that contain descriptions of reports in the Reporting Center.



### To use the Description pop-ups:

1. On the Reporting Center Main Menu (**Figure 2**), click the down arrow to select the report type to be described.
2. Select a report type from the Report Descriptions box.
3. Click **[View]**. A Description pop-up (**Figure 5**) appears.



**Figure 5. Description pop-up**

4. Click **[X]** to close the description and return to the Reporting Center Main Menu (**Figure 2**).

### *Use The How Do I Pop-ups*

How Do I pop-ups (**Figure 6**) are available on the Reporting Center Main Menu (**Figure 2**). These pop-ups allow users to follow steps in performing various functions on the Reporting Center.

### To use the How Do I pop-ups:

1. On the Reporting Center Main Menu (**Figure 2**), select the applicable question.
2. Click **[Find Out]**. A How Do I pop-up (**Figure 6**) appears with the information requested.

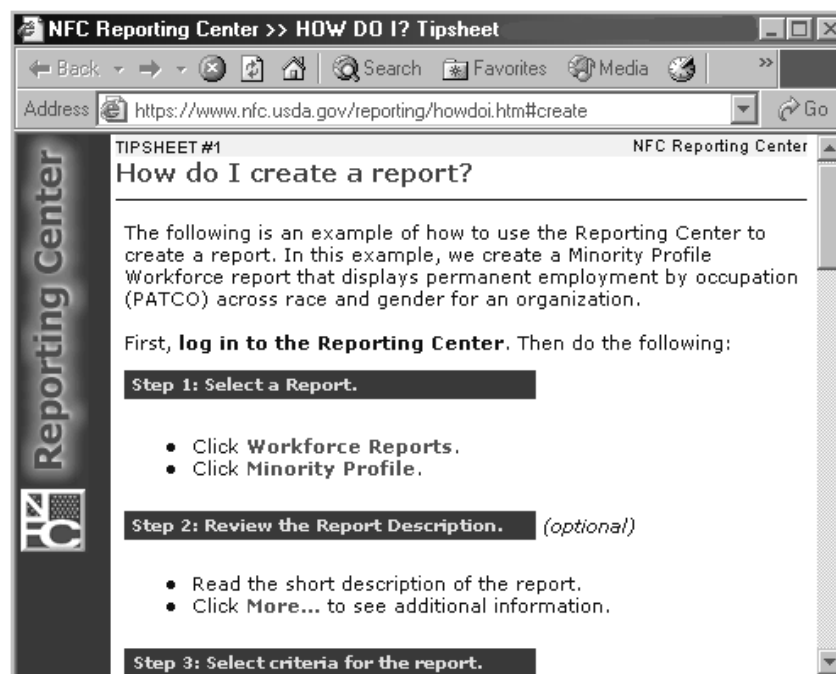


Figure 6. How Do I pop-up

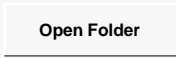
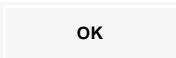





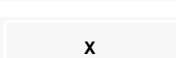
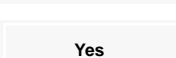
3. Click [X] to return to the Reporting Center Main Menu (Figure 2).

## Reporting Center Command Buttons

The following command buttons are used throughout the Reporting Center.

Reporting Center Command Buttons	
Button	Description
Cancel	Used to cancel an action and return to the report.
Close	Used to close a window.
Done	Used to confirm that a selection has been made and to return to the report.
Exclude	Used to exclude certain selections from a selection list.
Go	Used when making a selection on the Run The Report menu.
Include	Used to include certain selections from a selection list.
Next	Used to advance to the next level of an organizational structure to further customize a report.
Open	Used to open a file.

### Reporting Center Command Buttons

Button	Description
	Used to open a folder.
	Used to accept an action.
	Used to return to the previous level when defining the organizational structure.
	Used to refresh the field and return to the report.
	Used to save data.
	Used to search for an employee's last name or ssn.
	Used to select an item from a list.
	Used to close the open window.
	Used to accept an action.

## Exiting The Reporting Center

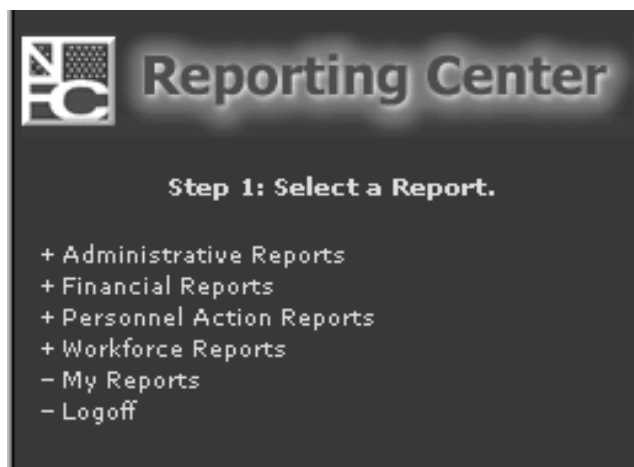
You can exit the Reporting Center from any window in the application.

### To exit the Reporting Center:

1. At any Reporting Center window, click **[Logoff]** to return to the NFC Home page.

## Select A Report Menu

After you connect to the Reporting Center, the Select A Report Menu (**Figure 7**) is displayed.



**Figure 7. Select A Report Menu**

The Select A Report Menu (**Figure 7**) displays the following options:

- **Administrative Reports.** This section provides administrative type reports. The following reports are available on the Administrative Reports menu.
  - Energy Data Download
  - Energy Detail
  - Energy Summary
  - GESD Request Tracking
  - Leave Error
  - Telephone Download
  - Telephone Over The Max Limit
  - Outstanding Travel Advances (3731)
  - OTRS/IPAC (OPAC Tracking and Reconciliation System)
- **Financial Reports.** This section provides reports containing financial data. The following reports are available on the Financial Reports menu.
  - SF-224 Abstract Of Trans (SCAP5D)
  - FSDW (Financial Statement Data Warehouse) Abnormal Balance By Treasury Symbol
  - FSDW Abnormal Balance By Fund
  - FSDW Adjustments Report
  - FSDW Consolidated Financial Statements
  - FSDW Crosswalk Trial Balance
  - FSDW Eliminations Report
  - FSDW Financial Statement Consistency Report

- FSDW GL Account Trial Balance
- FSDW Preliminary Financial Statements
- FSDW Trial Balance By Treasury Symbol
- FACTS II SF 133
- FACTS II FMS 2108
- SF 2812
- **Personnel Action Reports.** This section provides provides reports containing data based upon employee personnel actions. The following reports are available on the Personnel Action Reports menu.
  - Hires
  - Hires Minority Profile
  - Promotions
  - Promotions Minority Profile
  - Separations
  - Separations Minority Profile
- **Workforce Reports.** This section provides reports containing data based upon workforce diversity. The following reports are available on the Workforce Reports menu.
  - Age Profile
  - Civilian Employment (SF-113A) Report
  - Civilian Employment (SF-113G) Report
  - Dental Plan Payment
  - Dues Withheld
  - Education Level Profile
  - Employee Search (By Name)
  - Employee Search (By SSNO)
  - Employment By Disability Code
  - EPP Usage Statics
  - Employment Changes
  - Flex Fund
  - Gender Profile
  - Grade Distribution
  - Grade Across Minority And Gender
  - Grade Range

- Leave Balances
- Leave Liability
- Length Of Service Profile
- Life Insurance Listing
- Minority Profile
- Occupation (PATCO) Profile
- Official Time For Union Business
- Organization Profile
- Overdue Performance Appraisals
- Pay Plan And Grade Distribution
- Payroll Listing For W-2 Research
- Reduction In Force (RIF) Report
- Retirement Eligibility
- Retirement Profile (Inc. Early Out)
- Roster Of Employees
- Salary Summary
- Use-Or-Lose Leave Report
- Workforce Analysis
- **My Reports.** This section provides reports created for and by the user. These are reports that a user runs often and saves to the My Reports folder to run periodically without having to reenter the criteria.
- **Logoff.** Used to log off of the Reporting Center.



---

## Using The Reporting Center

This section presents the following topics:

[Creating Reports](#)

[Creating A Report As A Chart Or Graph](#)

[Viewing Reports Online](#)

[Saving Reports To Your My Reports Folder](#)

[Retrieving A Report From Your My Reports Folder](#)

[Creating A Spreadsheet](#)

[Saving Reports To A Folder](#)

### Creating Reports

The Reporting Center allows you to create various reports.

#### To create a report:

1. On the Select A Report Menu (**Figure 7**), select the applicable report to be created. The selected report is displayed.
2. Complete the fields on the applicable report.

**OR**

Select the applicable criteria for the report.

3. After completing each field, click the applicable command button.

**Note:** After you click in a field, if you know the first character of the value that you wish to put in a field, you can type that character and the list will jump to values beginning with that character.

**Note:** If you only have access to one agency, organizational information will be completed for you.

**Note:** If you do not have access to sensitive data, you will not see the fields where sensitive data is displayed. Also, if you do not have access to sensitive data and after running a report, you get a result of a sensitive data value less than **3**, an **\*** (asterisk) will be displayed in the field rather than the number.

4. After all fields are completed, select the applicable action to be taken on the Run The Report menu (**Figure 8**). Depending on the report selected, there are four Run The Report menus (**Figure 8**).

Save report as a spreadsheet  
Save in My Reports folder

Run the report  
Save report as a spreadsheet  
Save output in a folder

---





**Figure 8. Run The Report menu**

The following actions may be taken from the Run The Report menus (**Figure 8**).

- **Run The Report.** The report is displayed.
- **Save In My Reports Folder.** The report is saved in the My Reports option.
- **Save Report As A Spreadsheet.** The report is displayed as a spreadsheet.
- **Save Report In A Folder.** The report is saved to a folder.
- **Save Output In A Folder.** The report is saved to a folder.

5. After selecting the applicable action, click **[Go]**. The report is processed.

## Creating A Report As A Chart Or Graph

The Reporting Center allows all Personnel Action reports and certain Workforce reports to be displayed as charts and/or graphs. Only those reports that contain the field Report As Chart Or Graph can be displayed as a chart or graph.

**To create a chart or a graph:**

1. On the Select A Report Menu (**Figure 7**), select the applicable report. The selected report is displayed. The following reports have the Report As Chart Or Graph field:

### **Personnel Actions Report Menu**

- All Actions
- All Actions Minority Profile
- Hires
- Hires Minority Profile
- Promotions
- Promotions Minority Profile
- Separations
- Separations Minority Profile

### **Workforce Reports Menu**

- Age Profile

- Education Level Profile
  - Gender Profile
  - Grade Distribution
  - Length Of Service Profile
  - Minority Profile
  - Occupation (PATCO (Professional, Administrative, Technical, Clerical, Other)) Profile
  - Organization Profile
  - Retirement Eligibility
  - Retirement Profile (Inc. Early Out)
  - Salary Summary
2. Complete the fields on the appropriate report.
  3. After completing each field, click the applicable command button.
  4. To create a chart, select **Chart** in the Report As Chart Or Graph field.  
**OR**  
To create a graph, select **Graph** in the Report As Chart Or Graph field.
  5. Select the applicable action to be taken on the Run The Report menu (**Figure 8**).
  6. After selecting the applicable action, click **[Go]**. The report(s) (**Figure 9**) and (**Figure 10**) is displayed.

**Personnel Actions**  
**U.S. Department Of Agriculture**

Year = Calendar Year 2003 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and RNO = Asian/ Pacific Islander or Black or Hispanic or American Indian/ Alaskan Native or White or Other and Gender = Female and Supervisory Status = Non-Supervisory and Grade = 11 and Location (State) = Louisiana and PATCO = Professional or Administrative or Other and Employment Type = Permanent Full-Time and Age >= 25 Years Old and Education Level = Bachelors and Length of Service <= 5 years  
By Org

Org	Total	% of Total Pop	Full-Time	(%)	Part-Time	(%)	Other	(%)
Off Of The Chief Fnanci Offcr	2		2	100				
<b>Total</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>100</b>				

Total U.S. Department Of Agriculture Actions: 139553

**Figure 9. Report Displayed As A Chart**

**Personnel Actions**  
**For The U.s. Department Of Agriculture - Off Of The Chief Fnanci Offcr**  
 Where Year = Calendar Year 2003 and Personnel Office Identifier = 5317 -  
 USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and  
 Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and RNO =  
 Asian/ Pacific Islander or Black or Hispanic or American Indian/ Alaskan  
 Native or White or Other and Gender = Female and Supervisory Status =  
 Non-Supervisory and Grade = 11 and Location (State) = Louisiana and  
 PATCO = Professional or Administrative or Other and Employment Type =  
 Permanent Full-Time and Age >= 25 Years Old and Education Level = and  
 Length of Service

Full-Time	2
Part-Time	0
Other	0

**Figure 10. Report Displayed As A Graph**

## Viewing Reports Online

You can run certain reports to be viewed online. Only reports that have the **Run The Report** option on the Run The Report menu (**Figure 8**) can be viewed online. These reports may also be printed using this option.

### To view a report online:

1. On the Select A Report Menu (**Figure 7**), select the applicable report. The selected report is displayed.  
**Note:** All reports **except** Energy Data Download, Telephone Download, Employee Search (By Name), FSDW Facts I File, and Employee Search (By SSNO) have the **Run The Report** option on the Run The Report menu (**Figure 8**).
2. Complete the fields on the applicable report.
3. After completing each field, click the applicable command button.
4. Select **Run The Report** on the Run The Report menu (**Figure 8**).
5. Click **[Go]**. The report (**Figure 11**) is displayed for viewing.

USDA - National Finance Center  
 Planning and Tracking System  
 Status Report  
 as of 02/07/2003

Fiscal Year = 2003 and Project Number = 20865 and System Acronym = EARN and NFC Branch =  
 'PASB' and Project Source = LC&E and Project Status = COMP

Project Number	System	Description	Branch Name	Project Source	Memo Date	Est. End Date	Rev. End Date	Act. End Date	Status
20865	EARN	FILE TRANSFER EARN	PASB	LC&E	09/09/2002	11/18/2002		11/19/2002	COMP

1 records were selected  
 You are now viewing records 1 through 1

**Figure 11. Report Displayed For Viewing**

## Saving Reports In My Reports Folder

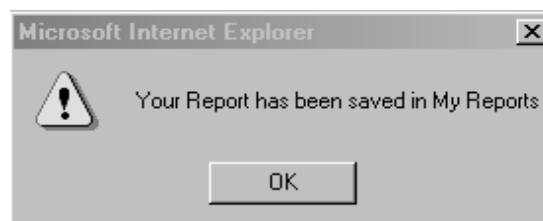
You can save your report(s) to the My Reports folder option. By saving your report(s) to My Reports folder, you can run the same reports periodically without having to reenter data. When using this option, you can only run the report with the data previously entered. This is most useful when running routine reports that contain current data. You cannot change any of the selection criteria when using this option.

### To save a report to My Reports:

1. On the Select A Report Menu (**Figure 7**), select the applicable report. The selected report is displayed.  
**Note:** All reports **except** Employee Search (By Name), FSDW Facts I File, and Employee Search (By SSNO) have the **Save In My Reports Folder** option on the Run The Report menu (**Figure 8**).
2. Complete the fields on the applicable report.
3. After completing each field, click the applicable command button.
4. Select **Save In My Reports Folder** on the Run The Report menu (**Figure 8**).
5. Click **[Go]**. The My Reports pop-up (**Figure 12**) appears.

**Figure 12. My Reports pop-up**

6. Complete the fields as indicated under **My Reports Pop-up Field Instructions**.
7. Click **[Done]**. A Confirmation pop-up appears (**Figure 13**).



**Figure 13. Confirmation pop-up**

8. Click **[OK]**. The report requested is displayed.

## Retrieving Reports From Your My Reports Folder

You can retrieve reports that you have previously saved from your My Reports folder. By retrieving a report from your My Reports folder, you can run the report with the most current information in the database based on the criteria that you entered when you saved the report to My Reports.

**To retrieve a report from your My Reports folder:**

1. On the Select A Report Menu (Figure 7), select **My Reports**. The My Reports Listing menu (Figure 14) is displayed with a list of reports that you saved to your My Reports folder.

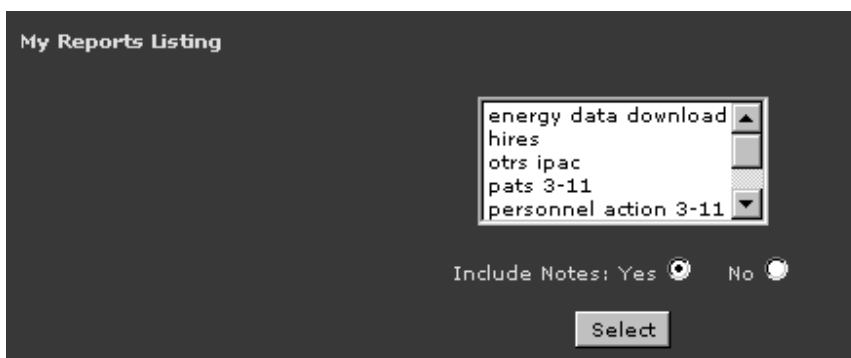


Figure 14. My Reports Listing menu

2. On the My Reports Listing menu (Figure 14), complete the fields as indicated under [My Reports Listing Menu Field Instructions](#).
3. Click [Select]. A pop-up (Figure 15) appears listing the report selected.

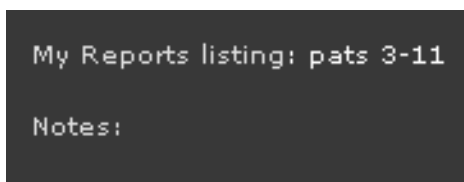


Figure 15. Pop-up With Selected Report

4. After clicking [Select], select the applicable action on the Run The Report menu (for My Reports) (Figure 16).



Figure 16. Run The Report menu (for My Reports)

The following actions may be taken from the Run The Report menu (for My Reports).

- **Run The Report.** The report is displayed.
- **Edit My Reports (Title And Notes).** You can modify the Report Name and/or Notes field(s) on the My Reports pop-up (**Figure 12**). You cannot modify the fields on the report. The only way to modify the fields on a report is to select the applicable report, complete the fields, and rerun the report.
- **Remove From My Reports List.** You can remove the report from your My Reports folder.
- **Save Report As A Spreadsheet.** The report is displayed as a spreadsheet.
- **Save Output In A Folder.** The report is saved to a folder.

5. Click **[Go]**.

## Creating A Spreadsheet

The Reporting Center allows you to create a spreadsheet for certain reports. Only reports that have the **Save Report As A Spreadsheet** option on the Run The Report menu (**Figure 8**) can be created as spreadsheets.

### To create a spreadsheet:

1. On the Select A Report Menu (**Figure 7**), select the applicable report. The selected report is displayed.  
**Note:** All reports, **except** SF 2812, Employee Search (By Name), and Employee Search (By SSNO) have the **Save Report As A Spreadsheet** option.
2. Complete the fields on the applicable report.
3. After completing each field, click the applicable command button.
4. Select **Save Report As A Spreadsheet** on the Run The Report menu (**Figure 8**).
5. Click **[Go]**.
6. Follow the onscreen prompts unique to your browser/setup to save your report as a spreadsheet. After you follow the prompts, your report will be displayed as a spreadsheet.

	A	B	C	D	E
1	USDA Energy Summary				
2	RN CALIFORNIA GAS CO and Account Number = 1708164800 and Feeder System Acronym = UTVN an				
3					
4	Agency Code = 02				
5					
6	Type of Energy	Reporting Units	Consumption	Amount	
7					
8					
9	Electricity	MWH	8	\$0	
10	Fuel Oil	Thous. Gal.	8	\$0	
11	Natural Gas	Thous. Cu. Ft.	242	\$2,871	
12	LPG/Propane	Thous. Gal.	8	\$0	
13	Coal	E. Ton	8	\$0	
14	Water	Thous. Gal.	8	\$0	
15	Unidentified Utilities	QFC 2500		\$0	
16	Misc. Energy Supplies	QFC 2500		\$0	
17					
18	Total Costs				\$2,871
19					
20					
21					
22					
23					

Figure 17. Report Displayed As A Spreadsheet

## Saving Reports To A Folder

The Reporting Center allows you to save some of your reports to a folder so that more than one person can utilize the report(s). Only reports that have the **Save Report In A Folder** option or the **Save Output To A Folder** option on the Run The Report menu (**Figure 8**) can be saved to a folder.

### To save reports to a folder:

1. On the Select A Report Menu (**Figure 7**), select the applicable report. The selected report is displayed.  
**Note:** All reports **except** Energy Data Download, Telephone Data Download, Employee Search (By Name), and Employee Search (By SSNO) have the **Save Report In A Folder** option or the **Save Output To A Folder** option.
2. Complete the fields on the applicable report.
3. After completing each field, click the applicable command button.
4. Select **Save Report In A Folder** or **Save Output To A Folder** on the Run The Report menu (**Figure 8**).
5. Click **[Go]**.
6. Follow the onscreen prompts unique to your browser/setup to save your report to a folder. After you follow the prompts, your report will be saved in a folder.

## Field Instructions For Using The Reporting Center

This section presents the following topics:

- [Reporting Center Main Menu Field Instructions](#)
- [Change Your Password Pop-up Field Instructions](#)
- [Select A Report Menu Description](#)
- [My Reports Pop-up Field Instructions](#)
- [My Reports Listing Menu](#)

### Reporting Center Main Menu Field Instructions

The Reporting Center Main Menu (**Figure 2**) is displayed when you click **[OK]** on the Warning Message (**Figure 1**). The Reporting Center Main Menu (**Figure 2**) offers **How Do I** for instructions for functions on the Reporting Center, **Report Descriptions** which offers a drop down containing descriptions of available reports, a **Message Board** which contains a list of the most recently updated reports, and a **News** section which gives information regarding current updates to the Reporting Center. The text on these options changes as information is updated on the Reporting Center. For more information on the Reporting Center Main Menu, see [Starting The Reporting Center](#).

<b>User ID</b>	Type your Reporting Center user ID.
<b>Password</b>	Type your password. If you are accessing the FSDW Financial reports, your Reporting Center password must be the same as your NFC Mainframe password.
<b>Change Password</b>	Check this box if you wish to change your password. The default for this field is blank. If you check this box, the Change Your Password pop-up ( <b>Figure 3</b> ) appears after you click <b>[Login]</b> . For instructions on changing your password, see <a href="#">Changing Your Password</a> .
<b>How Do I...</b>	Click the down arrow to receive instructions for performing various functions in the Reporting Center. Valid values are <b>Create A Report</b> , <b>Save Customized Reports</b> , <b>Use The Org Structure Wizard</b> , and <b>Export To A Spreadsheet</b> .
<b>Report Descriptions</b>	Click the down arrow to receive descriptions of reports available. All reports currently available on the Reporting Center are listed on Report Descriptions.

### Change Your Password Pop-up Field Instructions

The Change Your Password pop-up (**Figure 3**) appears when you check the Change Password box and click **[Login]** on the Reporting Center Main Menu (**Figure 2**).



**Enter New Password** Type your new password. If you are accessing the FSDW Financial reports, your Reporting Center password must be the same as your NFC Mainframe password.

**Confirm New Password** Retype your new password.

---

## Select A Report Menu Description

The Select A Report Menu (**Figure 7**) is displayed after you login to the Reporting Center. The Select A Report Menu (**Figure 7**) allows you to choose the type of report that you wish to display. For instructions on using the Select A Report Menu (**Figure 7**), see [Select A Report Menu](#).

---

## My Reports Pop-up Field Instructions

The My Reports pop-up (**Figure 12**) appears when you click **[Go]** after selecting **Save In My Reports Folder** on the Run The Report menu (**Figure 8**).

**Report Name** Type the name that you want to give the report. This should be something easy for you to remember. Information in this field may be changed.

**Sub Heading (Selection Criteria)** This field is system generated based upon criteria entered on the report.

**Notes** Type any notes related to the report. This field is available for you to record any information that will help you when running the report. Information in this field may be changed.

---

## My Reports Listing Menu Field Instructions

The My Reports Listing menu (**Figure 14**) is displayed when you select **My Reports** on the Select A Report Menu (**Figure 7**).

**List Box** This field is system generated based on the names that you gave the reports saved to your My Reports folder. A list of reports saved is displayed in this field. Select the applicable report to be retrieved.

**Include Notes** Select the applicable radio button to designate whether or not to include notes when running the report. These are notes from the Notes field on the My Reports pop-up (**Figure 12**). Valid values are **Yes** and **No**. The default for this field is **Yes**.

---

## Running Administrative Reports

The Administrative Reports menu (**Figure 18**) contains the following reports:

[Energy Data Download](#)

[Energy Detail](#)

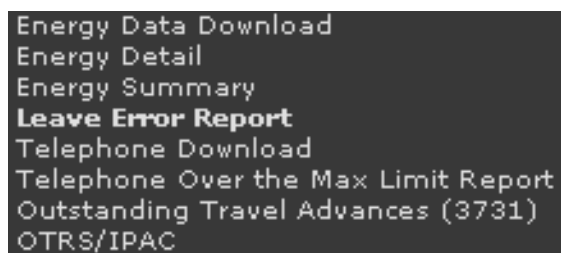
[Energy Summary](#)

[Leave Error](#)

[Telephone Download](#)

[Telephone Over The Max Limit Report](#)

[OTRS/IPAC](#)

A screenshot of a software menu titled 'Administrative Reports'. The menu is displayed on a dark background with white text. The items listed are: 'Energy Data Download', 'Energy Detail', 'Energy Summary', 'Leave Error Report' (which is highlighted with a bold font), 'Telephone Download', 'Telephone Over the Max Limit Report', 'Outstanding Travel Advances (3731)', and 'OTRS/IPAC'.

Energy Data Download  
Energy Detail  
Energy Summary  
**Leave Error Report**  
Telephone Download  
Telephone Over the Max Limit Report  
Outstanding Travel Advances (3731)  
OTRS/IPAC

**Figure 18. Administrative Reports menu**



## Energy Data Download

The Energy Data Download report is displayed when you select **Energy Data Download** on the Administrative Reports menu (**Figure 18**). This report contains energy data on all feeder systems currently logged into NFC. Data for this report is obtained from NFC’s Energy database and is updated monthly. The Energy database contains data from the Utilities System, MISC, PRCH, and FFIS.

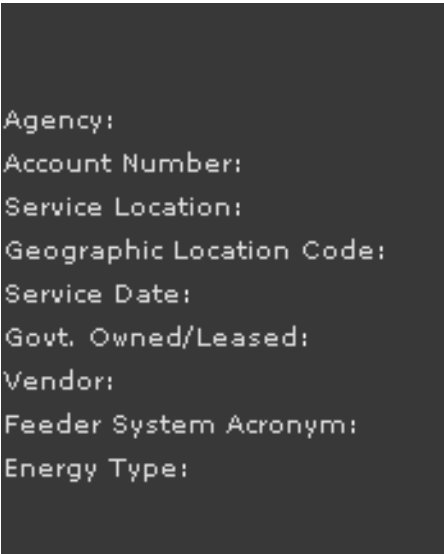


Figure 19. Energy Data Download report

After running the Energy Data Download report (**Figure 19**), the Energy Data Download report (with criteria) (**Figure 20**) is displayed.



Figure 20. Energy Data Download report (with criteria)

### Field Instructions:

#### Agency

Click the Agency field to select the applicable agency for the report. Both the 2-digit agency code and the literal are displayed in this field. If a single agency, other than **01-Office Of The Secretary, 30-Food And Nutrition Service, 37-Food Safety And Inspection Service, IT-Office Of The Chief Info Officer, CE-FSA County Office Committee, CU-Customs & Border Protection, or PI-DHS Plum Island** is chosen, additional fields are generated. If multiple agencies are chosen, additional fields are not generated. The default for this field is **All**. Multiple or block selections are available in this field.

As each agency is selected, different fields are displayed. These fields are specific to each agency.

<b>Cost Resp. Center</b>	This field is generated when you select <b>02-Agr. Marketing Service</b> in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
<b>Cost Resp. Division</b>	This field is generated when you select <b>02-Agr. Marketing Service</b> in the Agency field. Click the field to select the applicable accounting code. Available selections for this field are based upon your entry in the Cost Resp. Center field. Multiple or block selections are available in this field.
<b>Location</b>	This field is generated when you select <b>03-Agr. Research Service</b> in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
<b>Location 2</b>	This field is generated when you select <b>03-Agr. Research Service</b> in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
<b>Appn/Allottee</b>	This field is generated when you select <b>07-Rural Housing Service</b> in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
<b>Class/Sp. Purpose</b>	This field is generated when you select <b>07-Rural Housing Service</b> in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
<b>Region</b>	This field is generated when you select <b>08-Risk Management Agency, 11-Forest Service, or 16-Natural Resources Consrv Serv</b> in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
<b>Suboffice</b>	This field is generated when you select <b>08-Risk Management Agency</b> in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
<b>Unit</b>	This field is generated when you select <b>11-Forest Service</b> in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
<b>Subunit</b>	This field is generated when you select <b>11-Forest Service</b> in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
<b>Special Purpose</b>	This field is generated when you select <b>16-Natural Resources Consrv Service</b> in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.

<b>FY/ Fund</b>	This field is generated when you select <b>20-Natl Agrl Statistics Service</b> or <b>23-Off. Of The Inspector General</b> in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
<b>Division</b>	This field is generated when you select <b>20-Natl Agrl Statistics Service</b> in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
<b>State Office</b>	This field is generated when you select <b>20-Natl Agrl Statistics Service</b> in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
<b>Organization</b>	This field is generated when you select <b>23-Off. Of The Inspector General</b> in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
<b>Pgm/Rgn/Div</b>	This field is generated when you select <b>34-Animal/Plant Health Insp. Serv.</b> in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
<b>Organizaton</b>	This field is generated when you select <b>34-Animal/Plant Health Insp. Serv.</b> in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
<b>Mgmt. Code</b>	This field is generated when you select <b>36-GIPSA</b> in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
<b>Budget Act.</b>	This field is generated when you select <b>36-GIPSA</b> in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
<b>FY/Appn</b>	This field is generated when you select <b>90-Off Of The Chief Financial Offcr</b> or <b>98-Office Of Operations</b> in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
<b>Org</b>	This field is generated when you select <b>90-Off Of The Chief Financial Offcr</b> in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.

<b>Div/Branch</b>	This field is generated when you select <b>98-Office Of Operations</b> in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
<b>Office/Division</b>	This field is generated when you select <b>DA-Departmental Administration</b> in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
<b>Index Code</b>	This field is generated when you select <b>FA-Farm Service Agency</b> in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
<b>Account Number</b>	Click the field to select the applicable account number. The available options are determined by selection criteria in previous fields. The default for this field is <b>All</b> . Multiple or block selections are available in this field.
<b>Service Location</b>	Click the field to select the applicable service location name available. The available options are determined by selection criteria in previous fields. The default for this field is <b>All</b> . Multiple or block selections are available in this field.
<b>Geographic Location Code</b>	Click the field to select the applicable geographic location code(s). The available options are determined by selection criteria in previous fields. The default for this field is <b>All</b> . Multiple or block selections are available in this field.
<b>Service Date</b>	Click the field to select the applicable timeframe for the report. The available options are determined by selection criteria in previous fields. If conflicting dates are selected, the report will not generate. The default for this field is <b>All</b> . Multiple or block selections are available in this field.
<b>Govt. Owned/Leased</b>	Click the field to indicate whether or not the building is owned or leased by the government. The available options are determined by selection criteria in previous fields. Valid values are <b>G-Government Owned</b> and <b>L-Leased</b> . The default for this field is <b>All</b> . Multiple or block selections are available in this field.
<b>Vendor</b>	Click the field to indicate the vendor name (utility company). The available options are determined by selection criteria in previous fields. The default for this field is <b>All</b> . Multiple or block selections are available in this field.
<b>Feeder System Acronym</b>	Click the field to select the applicable 4-position Feeder System acronym for the applicable NFC application. The available options are determined by selection criteria in previous fields. The default for this field is <b>All</b> . Multiple or block selections are available in this field.

### Energy Type

Click the field to select the applicable energy type. The available options are determined by selection criteria in previous field. The default for this field is **A11**. Multiple or block selections are available in this field.





## Energy Detail

The Energy Detail report (**Figure 21**) is displayed when you select **Energy Detail** on the Administrative Reports menu (**Figure 18**). This report contains energy data concerning feeder systems currently logged into NFC. Data for this report is obtained from NFC's Energy database and is updated monthly. The Energy database contains data from the Utilities System, MISC, PRCH, and FFIS.

```

Agency:
Account Number:
Service Location Name:
Geographic Location Code:
Service Date:
Govt. Owned/Leased:
Vendor:
Feeder System Acronym:
Energy Type:
Sort By:
  
```

Figure 21. Energy Detail report

After running the Energy Detail report (**Figure 21**), the Energy Detail report (with criteria) (**Figure 22**) is displayed.

**USDA ENERGY DETAIL REPORT**

Agency = 90 -- OFF OF THE CHIEF FINANCL OFFICER and FY/Appn = 039 and Org = N and  
Service Location = USDA, NFC and Vendor Name = ENERGY and Account Number =  
1647069 and Feeder System Acronym = UTVN and Geographic Location Code =  
221690071 and Govt. Owned/Leased Code = L and Service Date > 10/30/2002 and  
Energy Type = Electricity and Sorted by = Agency

Agency Code = 90

Account (or Document) Number: 1647865

Agency: 90      Acct Station: 0010      T&A Contact: 22169000      SLD: 221690071

Service Location Data

    Name: USDA, NFC      Building: L

    Address: TAMU BLDG 4277 POCHIE CT

    City/State/Zip: NEW ORLEANS , LA 70129 - 0000

Payment Data

    Vendor Name: ENERGY

    Vendor Address: P O BOX 61966

    Vendor City/State/Zip: NEW ORLEANS , LA 70167 - 0000

    Payment/Service Date: 01/03/2009      Feeder System: UTVN

    Accounting: 0399L03A030

Type of Energy	Reporting Units	Consumption	Amount
Electricity	KWH	202,888	\$12,791
Fuel Oil	Gal.	0	\$0
Natural Gas	CCF	0	\$0
LPG/Propane	Gal.	0	\$0
Coal	S. Ton	0	\$0
Water	Gal.	0	\$0
Unidentified Utilities	O/E 2538		\$0
Misc. Energy Supplies	O/E 2538		\$0
Total Costs			\$12,791

Figure 22. Energy Detail report (with criteria)

## Field Instructions:

<b>Agency</b>	Click the Agency field to select the applicable agency for the report. If a single agency, other than <b>01-Office Of The Secretary, 30-Food And Nutrition Service, 37-Food Safety And Inspection Service, IT-Office Of The Chief Info Officer, CE-FSA County Office Committee, CU-Customs &amp; Border Protection</b> , or <b>PI-DHS Plum Island</b> is chosen, additional fields are generated. If multiple agencies are chosen, additional fields are not generated. The default for this field is <b>All</b> . Multiple or block selections are available in this field.
<b>Cost Resp. Center</b>	This field is generated when you select <b>02-Agr. Marketing Service</b> in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
<b>Cost Resp. Division</b>	This field is generated when you select <b>02-Agr. Marketing Service</b> in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
<b>Location</b>	This field is generated when you select <b>03-Agr. Research Service</b> in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
<b>Location 2</b>	This field is generated when you select <b>03-Agr. Research Service</b> in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
<b>Appn/Allottee</b>	This field is generated when you select <b>07-Rural Housing Service</b> in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
<b>Class/Sp. Purpose</b>	This field is generated when you select <b>07-Rural Housing Service</b> in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
<b>Region</b>	This field is generated when you select <b>08-Risk Management Agency, 11-Forest Service</b> , or <b>16-Natural Resources Consv Serv</b> in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
<b>Sub-Office</b>	This field is generated when you select <b>08-Risk Management Agency</b> in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.

<b>Unit</b>	This field is generated when you select <b>11-Forest Service</b> in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
<b>Subunit</b>	This field is generated when you select <b>11-Forest Service</b> in the Agency field. Click the field to select the applicable accounting code (Option 3). Multiple or block selections are available in this field.
<b>Sp. Purpose</b>	This field is generated when you select <b>16-Natural Resources Consv Service</b> in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
<b>F/Y Fund</b>	This field is generated when you select <b>20-Natl Agrl Statistics Service</b> or <b>23-Off. Of The Inspector General</b> in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
<b>Division</b>	This field is generated when you select <b>20-Natl Agrl Statistics Service</b> in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
<b>State Office</b>	This field is generated when you select <b>20-Natl Agrl Statistics Service</b> in the Agency field. Click the field to select the applicable accounting code (Option 3). Multiple or block selections are available in this field.
<b>Organization</b>	This field is generated when you select <b>23-Off. Of The Inspector General</b> in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
<b>Pgm/Rgn/Div</b>	This field is generated when you select <b>34-Animal/Plant Health Insp. Serv.</b> in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
<b>Org/Sub-Unit</b>	This field is generated when you select <b>34-Animal/Plant Health Insp. Serv.</b> in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
<b>Mgmt. Code</b>	This field is generated when you select <b>36-GIPSA</b> in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.

<b>Budget Act.</b>	This field is generated when you select <b>36-GIPSA</b> in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
<b>FY/Appn</b>	This field is generated when you select <b>90-Off Of The Chief Financial Offcr</b> or <b>98-Office Of Operations</b> in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
<b>Org</b>	This field is generated when you select <b>90-Off Of The Chief Financial Offcr</b> in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
<b>Office/Division</b>	This field is generated when you select <b>DA-Departmental Administration</b> in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
<b>Index Code</b>	This field is generated when you select <b>FA-Farm Service Agency</b> in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
<b>Account Number</b>	Click the field to select the applicable account number. The available options are determined by selection criteria in previous fields. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.
<b>Service Location Name</b>	Click the field to select the applicable service location available. The available options are determined by selection criteria in previous fields. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.
<b>Geographic Location Code</b>	Click the field to select the applicable geographic location code(s). The available options are determined by selection criteria in previous fields. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.
<b>Service Date</b>	Click the field to select the applicable timeframe for the report. The available options are determined by selection criteria in previous fields. If conflicting dates are selected, the report will not generate. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.
<b>Govt. Owned/Leased</b>	Click the field to indicate whether or not the building is owned or leased by the government. The available options are determined by selection criteria in previous fields. Valid values are <b>L-Leased</b> and <b>G-Government Owned</b> . The default for this field is <b>A11</b> . Multiple or block selections are available in this field.

<b>Vendor</b>	Click the field to indicate the applicable utility company. The available options are determined by selection criteria in previous fields. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.
<b>Feeder System Acronym</b>	Click the field to select the applicable 4-position acronym for the applicable NFC application. The available options are determined by selection criteria in previous fields. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.
<b>Energy Type</b>	Click the field to select the applicable energy type. The available options are determined by selection criteria in previous field. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.
<b>Sort By</b>	Click this field to select the sort options. Multiple or block selections are not available for this field. If multiple agencies were selected in the Agency field, you can sort by agency. If a single agency was selected in the Agency field, you can sort by accounting class. The default sort is <b>Accounting Class 1</b> .



## Energy Summary

The Energy Summary report (**Figure 23**) is displayed when you select **Energy Summary** on the Administrative Reports menu (**Figure 18**). This report contains energy data on all feeder systems currently logged into NFC. Data for this report is obtained from NFC's Energy database and is updated monthly. The Energy database contains data from the Utilities System, MISC, PRCH, and FFIS.

```

Agency:
Account Number:
Service Location Name:
Geographic Location Code:
Service Date:
Govt. Owned/Leased:
Vendor:
Feeder System Acronym:
Summarize By:
  
```

**Figure 23. Energy Summary report**

After running the Energy Summary report (**Figure 23**), the Energy Summer report (with criteria) (**Figure 24**) is displayed.

USDA Energy Summary			
Agency = 90 -- OFF OF THE CHIEF FNANCL OFFCR and FY/Appn = 029 or 039 and Org = N and Vendor Name = ENTERGY and Account Number = 11030095 or 1847060 or 1847069 or E5089400510 and Feeder System Acronym = UTVN and Geographic Location Code = 221690071 and Govt. Owned/Leased Code = L and Service Date > 10/31/2001 and Summarized by = Org			
FY/Appn = 029 Org = N			
Type of Energy	Reporting Units	Consumption	Amount
Electricity	MWH	2,116	\$138,570
Fuel Oil	Thou. Gal.	0	\$0
Natural Gas	Thou. Cu. Ft.	0	\$0
LPG/Propane	Thou. Gal	0	\$0
Coal	S. Ton	0	\$0
Water	Thou. Gal	0	\$0
Unidentified Utilities	O/C 2310		\$0
Misc Energy Supplies	O/C 2610		\$0
Total Costs			\$138,570

**Figure 24. Energy Summary report (with criteria)**



## Field Instructions:

<b>Agency</b>	Click this field to the select the applicable agency. If a single agency, other than <b>22-COOP State, Res, Educ, And Ext Serv, 30-Food And Nutrition Service, IT-Office Of The Chief Info Officer, CE-FSA County Office Committee, CU-Customs &amp; Border Protection,</b> or <b>PI-DHS Plum Island.</b> is chosen, additional fields are displayed. If you multiple agencies are chosen, the additional fields are not displayed. The default for this field is <b>All</b> . Multiple or block selections are available in this field.
<b>Cost Resp. Center</b>	This field is generated when you select <b>02-Agr. Marketing Service</b> in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
<b>Cost Resp. Division</b>	This field is generated when you select <b>02-Agr. Marketing Service</b> in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
<b>Location</b>	This field is generated when you select <b>03-Agr. Research Service</b> in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
<b>Location 2</b>	This field is generated when you select <b>03-Agr. Research Service</b> in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
<b>Appn/Allottee</b>	This field is generated when you select <b>07-Rural Housing Service</b> in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
<b>Class/Sp. Purpose</b>	This field is generated when you select <b>07-Rural Housing Service</b> in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.
<b>Region</b>	This field is generated when you select <b>08-Risk Management Agency, 11-Forest Service,</b> or <b>16-Natural Resources Consv Serv</b> in the Agency field. Click the field to select the applicable accounting code (Option 1). Multiple or block selections are available in this field.
<b>Sub-Office</b>	This field is generated when you select <b>08-Risk Management Agency</b> in the Agency field. Click the field to select the applicable accounting code (Option 2). Multiple or block selections are available in this field.

<b>Unit</b>	This field is generated when you select <b>11-Forest Service</b> in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
<b>Sub Unit</b>	This field is generated when you select <b>11-Forest Service</b> in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
<b>Sp. Purpose</b>	This field is generated when you select <b>16-Natural Resources Consv Service</b> in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
<b>FY/ Fund</b>	This field is generated when you select <b>20-Natl Agrl Statistics Service</b> or <b>23-Off. Of The Inspector</b> in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
<b>Division</b>	This field is generated when you select <b>20-Natl Agrl Statistics Service</b> in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
<b>State Office</b>	This field is generated when you select <b>20-Natl Agrl Statistics Service</b> in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
<b>Organizaton</b>	This field is generated when you select <b>23-Off. Of The Inspector General</b> in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
<b>Pgm/Rgn/Div</b>	This field is generated when you select <b>34-Animal/Plant Health Insp. Serv.</b> in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
<b>Org/Sub-Unit</b>	This field is generated when you select <b>34-Animal/Plant Health Insp. Serv.</b> in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
<b>Mgmt. Code</b>	This field is generated when you select <b>36-GIPSA</b> in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
<b>Budget Act.</b>	This field is generated when you select <b>36-GIPSA</b> in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.

<b>FY/Appn</b>	This field is generated when you select <b>90-Off Of The Chief Financial Offcr</b> or <b>98-Office Of Operations</b> in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
<b>Org</b>	This field is generated when you select <b>90-Off Of The Chief Financial Offcr</b> in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
<b>Div/Branch</b>	This field is generated when you select <b>98-Office Of Operations</b> in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
<b>Office/Division</b>	This field is generated when you select <b>DA-Departmental Administration</b> in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
<b>Index Code</b>	This field is generated when you select <b>FA-Farm Service Agency</b> in the Agency field. Click the field to select the applicable accounting code. Multiple or block selections are available in this field.
<b>Account Number</b>	Click the field to select the applicable account number. The available options are determined by selection criteria in previous fields. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.
<b>Service Location Name</b>	Click the field to select the applicable service location available. The available options are determined by selection criteria in previous fields. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.
<b>Geographic Location Code</b>	Click the field to select the applicable geographic location code(s). The available options are determined by selection criteria in previous fields. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.
<b>Service Date</b>	Click the field to select the applicable timeframe for the report. The available options are determined by selection criteria in previous fields. If conflicting dates are selected, the report will not generate. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.
<b>Govt. Owned/Leased</b>	Click the field to indicate whether or not the building is owned or leased by the government. The available options are determined by selection criteria in previous fields. Valid values are <b>G-Government Owned</b> and <b>L-Leased</b> . The default for this field is <b>A11</b> . Multiple or block selections are available in this field.

<b>Vendor</b>	Click the field to select the applicable utility company. The available options are determined by selection criteria in previous fields. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.
<b>Feeder System Acronym</b>	Click the field to select the applicable 4-position acronym for the applicable NFC application. The available options are determined by selection criteria in previous fields. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.
<b>Summarize By</b>	Click this field to select the sort options. Multiple or block selections are not available for this field. If multiple agencies were selected in the Agency field, you can sort by agency. If a single agency was selected in the Agency field, you can sort by accounting class.



## Leave Error

The Leave Error report (**Figure 25**) is displayed when you select **Leave Error** on the Administrative Reports menu (**Figure 18**). This report contains leave error data used by timekeepers when working with time and attendance and leave audits. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

Contact Point:  
Sort Order: Contact Point, Last Name

### Figure 25. Leave Error report

After running the Leave Error report (**Figure 25**), the Leave Error report (with criteria) (**Figure 26**) is displayed.

<div style="text-align: center;"> <b>Leave Error Report</b>            Sensitive Personnel Data -- Use is Restricted            Contact Point: 98 22 1800 04 40      Employing Office: 3337      Date Prepared: 11/1/2006         </div>														
Name	SSNO	SED Date	A/L Ref	Type Leave	Type Used	Pror Leave	STD Earned	YTD Used	YTD Gr	Ending Balance	9/3 Leavepror Balance	Accrued This DO	Used This PR	End Balance
		06/15/99	8 25	ANNU	3		18.58	344.00	344.00	37.50		8.08	2.75	
		09/04/73	8 25	ANNU	1		248.00	368.00	75.00	333.00		8.08	14.00	
			8 22	COMP	1			42.25	38.00	4.25		3.25	5.00	5.75
		06/24/95	8 22	COMP	1		2.00	15.50		17.50			20.50	
		03/27/98	8 25	COMP	1			50.50	34.75	15.75		.58	1.90	21.75

\* (STD Ending Balance = (COMP - (ANNU + ST BAL) + COMP - PR (OR PR - BAL) + COMP - BAL (RE - DBS).

Total Employees: 4      Total Errors: 5

Changes associated above are certified to be true and correct as of pay period \_\_\_\_\_.

Certified By: \_\_\_\_\_      Date: \_\_\_\_\_.

**Figure 26. Leave Error report (with criteria)**

## Field Instructions

### Contact Point

Click this field to select the applicable contact point. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

## Sort Order

Click this field to select the applicable sort option. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. This field defaults to **Contact Point, Last Name**. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.



## Telephone Download

The Telephone Download report (**Figure 27**) is displayed when you select **Telephone Download** from the Administrative Reports menu (**Figure 18**). This report provides a download of all telephone data currently in the NFC database. Data for this report is obtained from TELE and is updated weekly.

Agency:

Account Number:

Account Status:

T&A Contact Point:

T&A Contact Name:

T&A Contact (City):

T&A Contact (State):

Service Location:

Service Location (City):

Service Location (State):

Vendor Number:

Vendor Name:

Vendor (City):

Vendor (State):

Type Service:

Billing Cycle:

Figure 27. Telephone Download report

After running the Telephone Download report (**Figure 27**), the Telephone Download report (with criteria) (**Figure 28**) is displayed.

Telephone (TELE) Data File									
Account Number	Account Status	Service Location	Service Location Address Line1	Service Location Address Line2	T&A Contact	T&A Contact Name	T&A Contact Address Line1	T&A Contact Address Line2	
0000000	0	WILLIAMSBURG 010 FREDERICKSBURG RD	KENNESAW TOWNSHIP		0000000	WILLIAMSBURG 010 FREDERICKSBURG RD	KENNESAW TOWNSHIP		
0000001	0	WILLIAMSBURG 010 FREDERICKSBURG RD	KENNESAW TOWNSHIP		0000000	WILLIAMSBURG 010 FREDERICKSBURG RD	KENNESAW TOWNSHIP		
0000002	0	WILLIAMSBURG 010 FREDERICKSBURG RD	KENNESAW TOWNSHIP		0000000	WILLIAMSBURG 010 FREDERICKSBURG RD	KENNESAW TOWNSHIP		
0000003	0	WILLIAMSBURG 010 FREDERICKSBURG RD	KENNESAW TOWNSHIP		0000000	WILLIAMSBURG 010 FREDERICKSBURG RD	KENNESAW TOWNSHIP		
0000004	0	WILLIAMSBURG 010 FREDERICKSBURG RD	KENNESAW TOWNSHIP		0000000	WILLIAMSBURG 010 FREDERICKSBURG RD	KENNESAW TOWNSHIP		
0000005	0	WILLIAMSBURG 010 FREDERICKSBURG RD	KENNESAW TOWNSHIP		0000000	WILLIAMSBURG 010 FREDERICKSBURG RD	KENNESAW TOWNSHIP		

Figure 28. Telephone Download report (with criteria)

### Field Instructions:

#### Agency

Click the Agency field to select the applicable agency for the report. If a single agency, other than **01-Office Of The Secretary**, is chosen, additional fields are generated. If multiple agencies are chosen, additional fields are not generated. The default for this field is **All**. Multiple or block selections are available in this field.



<b>Account Number</b>	Click this field to select the applicable account number. The available options are determined by selection criteria in previous fields. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.
<b>Account Status</b>	Click this field to select the applicable account status. The available options are determined by selection criteria in previous fields. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.
<b>T&amp;A Contact Point</b>	Click this field to select the applicable T&A contact point. The available options are determined by selection criteria in previous fields. The T&A contact point is displayed in this field with the agency code, state code, town code, and unit code. The timekeeper code is not displayed in this field. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.
<b>T&amp;A Contact Name</b>	Click this field to select the name of the applicable T&A contact point. The available options are determined by selection criteria in previous fields. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.
<b>T&amp;A Contact (City)</b>	Click this field to select the applicable city. The available options are determined by selection criteria in previous fields. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.
<b>T&amp;A Contact (State)</b>	Click this field to select the applicable state. The available options are determined by selection criteria in previous fields. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.
<b>Service Location</b>	Click this field to select the applicable service location. The available options are determined by selection criteria in previous fields. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.
<b>Service Location (City)</b>	Click this field to select the applicable service location city. The available options are determined by selection criteria in previous fields. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.
<b>Service Location (State)</b>	Click this field to select the applicable service location state. The available options are determined by selection criteria in previous fields. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.
<b>Vendor Number</b>	Click this field to select the applicable vendor number for the applicable telephone company. The available options are determined by selection criteria in previous fields. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.

<b>Vendor Name</b>	Click this field to select the applicable vendor name. The available options are determined by selection criteria in previous fields. The default for this field is <b>All</b> . Multiple or block selections are available in this field.
<b>Vendor (City)</b>	Click this field to select the applicable vendor city. The available options are determined by selection criteria in previous fields. The default for this field is <b>All</b> . Multiple or block selections are available in this field.
<b>Vendor (State)</b>	Click this field to select the applicable vendor state. The available options are determined by selection criteria in previous fields. The default for this field is <b>All</b> . Multiple or block selections are available in this field.
<b>Type Service</b>	Click this field to select the applicable type of service. The available options are determined by selection criteria in previous fields. The default for this field is <b>All</b> . Multiple or block selections are available in this field.
<b>Billing Cycle</b>	Click this field to select the applicable time frame for the billing cycle. The available options are determined by selection criteria in previous fields. The default for this field is <b>All</b> . Multiple or block selections are available in this field.



## Telephone Over The Max Limit

The Telephone Over the Max Limit report (**Figure 29**) is displayed when you select **Telephone Over The Max Limit** on the Administrative Reports menu (**Figure 18**). This report contains data regarding telephone accounts that have exceeded their service or toll limits.

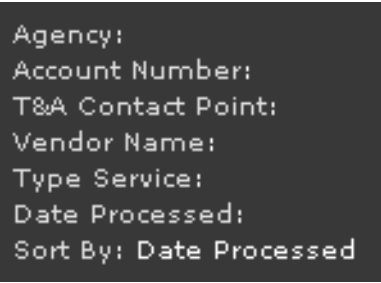


Figure 29. Telephone Over The Max Limit report

After running the Telephone Over The Max Limit report (**Figure 29**), the Telephone Over The Max Limit report (with criteria) (**Figure 30**) is displayed.

USDA - National Finance Center  
Telephone Over the Max - Limit Report  
Agency Equal To 93 and Account Number Equal To 00047169072 and T & A Contact Point Equal To 9022169007 and Date  
Processed Equal To 06/29/2004 and Vendor Name Equal To SPRINT PCS and Type Service Equal To Miscellaneous

Sorted by Date Processed

Date	Account	Vendor	Service	Service	Toll	Type				
Processed	Number	T&A Contact	Name	Location	Unit	Charge	Unit	Charge	Service	
06/29/2004	00047169072	9022169007	SPRINT PCS	907001		0.00	8.00	8.00	1.50	Miscellaneous
P.O. BOX 68,680										
NEW ORLEANS, LA 70166										

Figure 30. Telephone Over The Max Limit report (with criteria)

### Field Instructions

- Agency

Click this field to select the applicable agency. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.
- Account Number

Click this field to select the applicable account number. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.
- T&A Contact Point

Click this field to select the applicable T&A contact point. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.
- Vendor Name

Click this field to select the applicable vendor name. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.
- Type Service

Click this field to select the applicable service type. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

**Date Processed**

Click this field to select the applicable date processed. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

**Sort By**

Click this field to select the applicable sort options. This field defaults to **Date Processed**. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

## OTRS/IPAC

The OTRS/IPAC report (**Figure 31**) is displayed when you select **OTRS/IPAC** on the Administrative Reports menu (**Figure 18**). This report contains accounting data used to track bills. There are two reports available on this option. They are the **Aged Report Of Unprocessed OPAC/IPAC Bills** and the **Completely Processed OPAC/IPAC Bills**. Data for this report is obtained from the OTRS/IPAC Tracking and Reconciliation System database and is updated nightly.

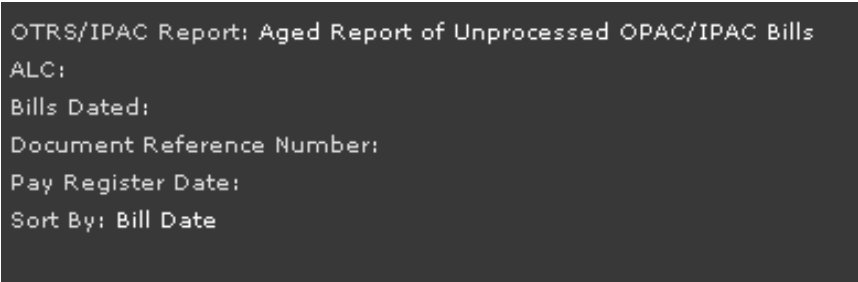


Figure 32. OTRS/IPAC report

After running the OTRS/IPAC report (**Figure 32**), the OTRS/IPAC report (with criteria) (**Figure 33**) is displayed.

USDA OCFO National Finance Center  
Aged Report of Unprocessed OPAC Bills  
Bills Dated = 06/14/2002 And Document Reference Number = 64 700426 And ALC = 00004912 And  
Pay Register Date = 6/24/2002  
Sorted by Bill Date

Bills Dated	Document Reference Number	Initiating ALC	Receiving ALC	D.O.	Bill Date	Bill Amount	Amount Processed	Amount Unprocessed	Days In Section	Responsible Processing Section
Total 0								9.80		
Report Total								9.80		
Total 0								9.80		

Figure 33. OTRS/IPAC report (with criteria)

### Field Instructions

#### OTRS/IPAC Report

Click this field to select the applicable type of report to be run. Valid values are **Aged Report Of Unprocessed OPAC/IPAC Bills** and **Completely Processed OPAC/IPAC Bills**. The default for this field is **Aged Report Of Unprocessed OPAC/IPAC Bills**.

You can also select from various spreadsheets. If you select one of the spreadsheets, the report is run based on the spreadsheet selected. You do not need to complete the remaining fields if one of the spreadsheets is selected. The other fields are no longer displayed if you select one of the spreadsheets.

After making your selection, click **[Done]** or **[Reset]**, as applicable.

<b>ALC</b>	Click this field to select the applicable ALC (Agency Location Code). The default for this field is <b>All</b> . After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Bills Dated</b>	Click this field to select the date(s) for the bill(s) on the report. The default for this field is <b>All</b> . After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Document Reference Number</b>	Click this field to select the applicable document reference number(s) for the report. The default for this field is <b>All</b> . After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Pay Register Date</b>	Click this field to select the applicable pay register date. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Sort By</b>	Click this field to select the applicable sort options. Valid values are <b>ALC</b> , <b>Bill Date</b> , and <b>Document Reference Number</b> . The default for this field <b>Bill Date</b> . After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

---

## Running Financial Reports

This Financial Reports menu (**Figure 34**) contains the following reports:

[SF-224 Abstract Of Trans \(SCAP5D\)](#)

[FSDW Abnormal Balance By Treas Sym](#)

[FSDW Abnormal Balance By Fund](#)

[FSDW Adjustments Report](#)

[FSDW Consolidated Financial Statements](#)

[FSDW Crosswalk Trial Balance](#)

[FSDW Eliminations Report](#)

[FSDW Financial Statement Consistency Report](#)

[FSDW GL \(General Ledger\) Account Trial Balance](#)

[FSDW Preliminary Financial Statements](#)

[FSDW Trial Balance](#)

[FSDW Trial Balance By Treasury Symbol](#)

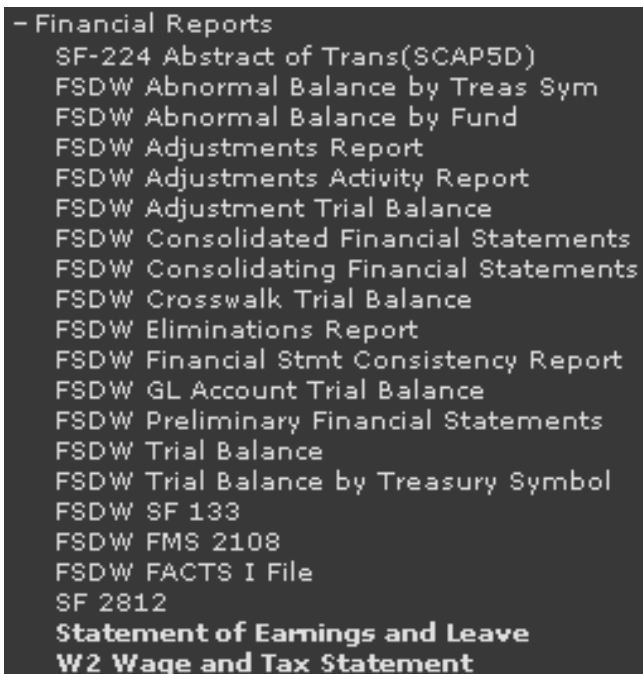
[FSDW SF133](#)

[FSDW FMS2108](#)

[SF-2812](#)

[Statement Of Earnings And Leave](#)

[W2 Wage And Tax Statement](#)



```
- Financial Reports
  SF-224 Abstract of Trans(SCAP5D)
  FSDW Abnormal Balance by Treas Sym
  FSDW Abnormal Balance by Fund
  FSDW Adjustments Report
  FSDW Adjustments Activity Report
  FSDW Adjustment Trial Balance
  FSDW Consolidated Financial Statements
  FSDW Consolidating Financial Statements
  FSDW Crosswalk Trial Balance
  FSDW Eliminations Report
  FSDW Financial Stmt Consistency Report
  FSDW GL Account Trial Balance
  FSDW Preliminary Financial Statements
  FSDW Trial Balance
  FSDW Trial Balance by Treasury Symbol
  FSDW SF 133
  FSDW FMS 2108
  FSDW FACTS I File
  SF 2812
  Statement of Earnings and Leave
  W2 Wage and Tax Statement
```

Figure 34. Financial Reports menu





## SF-224 Abstract Of Trans (SCAP5D)

The SF-224 Abstract of Trans (SCAP5D) report (**Figure 35**) is displayed when you select **SF-224 Abstract Of Trans (SCAP5D)** on the Financial Reports (**Figure 34**) menu. This report contains a list of the receipts and disbursements sorted by agency, accounting station, and treasury symbol. This report is used by the agency to control funds. This report is reconciled against the SF-224, Statement of Transactions, and the GL. This report is due at the agency the fifth workday subsequent to the end of the reporting month. Data for this report is obtained from NFC's Central Accounting System and is updated monthly.

```

Agency:
Accounting Month:
Accounting Station:
Appropriation Fund/Receipt Symbol:
Schedule Number:
Date Paid:
    
```

**Figure 35. SF-224 Abstract Of Trans (SCAP5D) report**

After running the SF-224 Abstract Of Trans (SCAP5D) report (**Figure 35**), the SF-224 Abstract Of Trans (SCAP5D) (with criteria) (**Figure 36**) is displayed.

U. S. DEPARTMENT OF AGRICULTURE  
NATIONAL FINANCE CENTER  
SF-224 Abstract Of Transactions  
Scap5D Attachment I  
Accounting Month: AUG 31, 2001  
RUN DATE 09/13/2002  
Accounting Station = 0010 And Appropriation / Receipt Symbol = 120450 And Schedule Number = 12045 And Date Paid = 8/23

Agency Name	Agency / Accounting Station	Appropriation Fund or Receipt Symbol	Schedule Number	Date Paid	Receipts
COMMODITY CREDIT CORP	04 0010	120450	12045	8/27/01	\$0.00
APPROPRIATION TOTAL					\$0.00
DISBURSEMENT TOTAL					\$0.00

**Figure 36. SF-224 Abstract Of Trans (SCAP5D) report (with criteria)**

### Field Instructions:

#### Agency

This field is only available to users with multi-agency access. Click this field to select the applicable agency. Both the 2-character agency code and the literal are displayed on this field. The default for this field is **A11**. Multiple or block selections are available in this field.

#### Accounting Month

Click this field to indicate the month to be included on the report. This field is arranged in month order (not year order) with both the previous and current year listed for each month. Be sure to indicate the correct year when selecting the applicable month(s) to be displayed on the report. The default for this field is **A11**. Click this field to indicate the month to be included on the report.

<b>Accounting Station</b>	Click this field to indicate the accounting station to be included on the report. The 4-digit accounting station code is displayed in this field. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.
<b>Appropriation Fund/Receipt Symbol</b>	Click this field to indicate the appropriation fund to included in the report. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.
<b>Schedule Number</b>	Click this field to indicate the schedule number to be included in the report. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.
<b>Date Paid</b>	Click this field to indicate the date to be included in the report. The default for this field is <b>A11</b> . Multiple or block selections are available in this field.

## FSDW Abnormal Balance By Treas Sym

The FSDW Abnormal Balance By Treas Sym report (**Figure 37**) is displayed when you select **FSDW Abnormal Balance By Treas Sym** on the Financial Reports (**Figure 34**) menu. This report contains data from FFIS.

Fiscal Year:

Fiscal Month:

Mission Area:

Agency:

POD:

Fund:

Treasury Symbol:

Figure 37. FSDW Abnormal Balance By Treas Sym report

After running the FSDW Abnormal Balance By Treas Sym report (**Figure 37**), the FSDW Abnormal Balance By Treas Sym report (with criteria) (**Figure 38**) is displayed.

ABBR - Run Date: 12/15/2003

U.S. Department of Agriculture  
Ocfo, Usda/nrc  
Abnormal Balance by Treasury Symbol Report  
Period Ending April 30, 2002  
POD = USDA and Fund = 9845 and Treasury Symbol = 1218014 and Beginning Fiscal Year = 2001

GL Account	Name	Normal Balance	Actual Balance	Amount
Treasury Symbol: 1218014				
1010	FUND BALANCE WITH TREASURY	Debit	Credit	(\$308.16)
1011	SP-224 DISBURSEMENTS	Credit	Debit	\$498.60
1015	NON 224 CASH	Debit	Credit	(\$1,816,360.82)
1410	ADVANCES TO OTHERS	Debit	Credit	(\$191.82)
4650	ALLOTMENTS EXPIRED AUTHORITY	Credit	Debit	\$1,816,361.42
4801	UNDEL ORDERS OBLIG-UNPAID	Credit	Debit	\$1,816,361.42

For Official Use Only

Figure 38. FSDW Abnormal Balance By Treas Sym report (with criteria)

### Field Instructions:

- Fiscal Year

Click this field to indicate the fiscal year to be displayed on the report. The last two positions are displayed in this field. The four-position year is displayed on the report.
- Fiscal Month

Click this field to indicate the month to be displayed on the report. The two-position numeric month is displayed in this field. The complete alpha month is displayed on the report.
- Mission Area

Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Agency or POD field, the criteria in the Agency or POD field will be deleted. Multiple or block selections are available in this field.

<b>Agency</b>	Click this field to select the agency to be displayed on the report. If this field is completed, the Mission Area and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or POD field, the criteria in the Mission Area or POD field will be deleted.
<b>POD</b>	Click this field to select the applicable POD to be displayed on the report. If this field is completed, the Mission Area and Agency fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or Agency field, the criteria in the Mission Area or Agency field will be deleted. The selection is made based upon the prior year and the applicable agency.
<b>Fund</b>	Click this field to indicate the fund to be displayed on the report.
<b>Treasury Symbol</b>	Click this field to indicate the treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field.
<b>Beginning Fiscal Year</b>	Click this field to indicate the beginning fiscal year for the treasury symbol selected. This field is generated if a selection is made in the Treasury Symbol field.

## FSDW Abnormal Balance By Fund Report

The FSDW Abnormal Balance By Fund report (**Figure 39**) is displayed when you select **FSDW Abnormal Balance By Fund** on the Financial Reports (**Figure 34**) menu. This report contains data from FFIS.

Fiscal Year:

Fiscal Month:

Mission Area:

Agency:

POD:

Fund:

Treasury Symbol:

Figure 39. FSDW Abnormal Balance By Fund report

After running the FSDW Abnormal Balance By Fund report (**Figure 39**), the FSDW Abnormal Balance By Fund report (with criteria) (**Figure 40**) is displayed.

#BBR: Run Date: 12/15/2003

U.S. Department of Agriculture Coop.state Research Ser Abnormal Balance Report Period Ending March 31, 2003 FSDW = USDA and Fund = 89 and Treasury Symbol = 2211589 and Beginning Fiscal Year = 2881						
GL Account	Reg. FTY	End FTY	Fund Code	Normal Balance	Actual Balance	Amount
2810	81	88	00	Debit	Credit	(\$6,723,409.61)
					GL Account Totals:	(\$6,723,409.61)
2830	81	88	00	Debit	Credit	(\$5,184.00)
					GL Account Totals:	(\$5,184.00)
2839	81	88	00	Credit	Debit	\$4,753.81
					GL Account Totals:	\$4,753.81
3100	81	88	00	Credit	Debit	\$7,878,944.72
					GL Account Totals:	\$7,878,944.72
4201	81	88	00	Debit	Credit	(\$6,723,689.61)
					GL Account Totals:	(\$6,723,689.61)
4680	81	88	00	Credit	Debit	\$18,006,183.07
					GL Account Totals:	\$18,006,183.07
					Totals:	\$9,442,686.39

For Official Use Only

Figure 40. FSDW Abnormal Balance By Fund report (with criteria)

### Field Instructions:

#### Fiscal Year

Click this field to indicate the fiscal year to be displayed on the report. The last two positions are displayed in this field. The four-position year is displayed on the report.

#### Fiscal Month

Click this field to indicate the month to be displayed on the report. The two-position numeric month is displayed in this field. The complete alpha month is displayed on the report.

<b>Mission Area</b>	Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Agency or POD field, the criteria in the Agency or POD field will be deleted. Multiple or block selections are available in this field.
<b>Agency</b>	Click this field to select the agency to be displayed on the report. If this field is completed, the Mission Area and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or POD field, the criteria in the Mission Area or POD field will be deleted.
<b>POD</b>	Click this field to select the applicable POD to be displayed on the report. If this field is completed, the Mission Area and Agency fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or Agency field, the criteria in the Mission Area or Agency field will be deleted. The selection is made based upon the prior year and the applicable agency.
<b>Fund</b>	Click this field to indicate the fund to be displayed on the report.
<b>Treasury Symbol</b>	Click this field to indicate the treasury symbol to be displayed on the report. Depending on the selection made, the Beginning Fiscal Year field may be generated after making a selection in this field.

## FSDW Adjustments Report

The FSDW Adjustments Report (**Figure 41**) is displayed when you select **FSDW Adjustments** on the Financial Reports (**Figure 34**) menu. This report contains data from FFIS.

Report Year:

Report Period:

Mission Area:

Agency:

Report Line:

Adjustment Type:

Control Number:

User Id:

Figure 41. FSDW Adjustments report

After running the FSDW Adjustments report (**Figure 41**), the FSDW Adjustments report (with criteria) (**Figure 42**) is displayed.

ADJR: Run Date: 4/7/2003

U.S. Department of Agriculture  
Adjustments Report  
Period Ending September 30, 2002

Report Run == and Adjustment Type == and User Id ==

USDA Line Number	Type of Adjustment	Control Number	User Id	Debit	Credit
				0.00	22,620,376.75
				0.00	602.16
			USDA Line Number Total:	0.00	22,620,978.91
			Department Total:	0.00	22,620,978.91

For Official Use Only

Figure 42. FSDW Adjustments report (with criteria)

### Field Instructions:

- Report Year

Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report.
- Report Period

Click this field to indicate the time period to be displayed on the report. The ending date of the period is displayed on the report.
- Mission Area

Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency Field must be left blank. If you make a selection in this field, and there is already criteria in the Agency field, the criteria in the Agency field will be deleted. Multiple or block selections are available in this field.



<b>Agency</b>	Click this field to select the agency to be displayed on the report. If this field is completed, the Mission Area field must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area field, the criteria in the Mission Area field will be deleted.
<b>Report Line</b>	Click this field to indicate the report line to be displayed on the report.
<b>Adjustment Type</b>	Click this field to indicate the adjustment type to be displayed on the report.
<b>Control Number</b>	Click this field to indicate the control number to be displayed on the report.
<b>User ID</b>	Click this field to indicate the user ID to be displayed on the report.

## FSDW Consolidated Financial Statements

The FSDW Consolidated Financial Statements report (**Figure 43**) is displayed when you select **FSDW Consolidated Financial Statements** on the Financial Reports (**Figure 34**) menu. This report contains data from FFIS.

Financial Statement: Balance Sheet  
Report Year:  
Report Period:  
Comparative Statements: No  
Mission Area:  
Agency:  
POD:  
Fund:  
Treasury Symbol:

Figure 43. FSDW Consolidated Financial Statements report

After running the FSDW Consolidated Financial Statements report (**Figure 43**), the FSDW Consolidated Financial Statements report (with criteria) (**Figure 44**) is displayed.

2009 Run Date: 11/3/2009

U.S. Department of Agriculture  
Balance Sheet  
Departmental Consolidated Financial Statement  
Period Ending October 31, 2009  
(in millions)  
POD = PDFA

	Amount
<b>Assets (Note):</b>	
Intragovernmental:	
1. Fund Balance with Treasury (Note)	
2. Investments (Note)	
3. Accounts Receivable, Net (Note)	
4. Other (Note)	
5. Total Intragovernmental	0
6. Cash and Other Monetary Assets (Note)	
7. Investments (Note)	
8. Accounts Receivable, Net (Note)	
9. Loans Receivable and Related Foreclosed Property, Net (Note)	
10. Inventory and Related Property, Net (Note)	
11. General Property, Plant, and Equipment, Net (Note)	
12. Other (Note)	
13. Total Assets	0
<b>Liabilities (Note):</b>	
Intragovernmental:	
14. Accounts Payable	
15. Debt (Note)	
16. Other (Note)	
17. Total Intragovernmental	0
18. Accounts Payable	
19. Loan Guarantee Liability (Note)	
20. Debt Held by the Public (Note)	
21. Environmental and Disposal Liabilities (Note)	
22. Other (Note)	
23. Total Liabilities	0
24. Commitments and Contingencies (Note)	
<b>Net Position:</b>	
25. Unexpended Appropriations	
26. Cumulative Results of Operations	
27. Total Net Position	0
28. Total Liabilities and Net Position	0

Figure 44. FSDW Consolidated Financial Statements report (with criteria)

## Field Instructions:

<b>Financial Statement</b>	Click this field to indicate the type of financial statement to be displayed on the report. Valid values are <b>Balance Sheet</b> , <b>Statement Of Budgetary Resources</b> , <b>Statement Of Net Cost</b> , <b>Statement Of Changes In Net Position</b> , or <b>Statement Of Financing</b> . This field defaults to <b>Balance Sheet</b> . After making your selection, click <b>[Done]</b> or <b>[Reset]</b> , as applicable.
<b>Report Year</b>	Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Report Period</b>	Click this field to indicate the time period to be displayed on the report. The ending date of the period is displayed on the report. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Mission Area</b>	Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Agency or POD field, the criteria in the Agency or POD field will be deleted. Multiple or block selections are available in this field. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Agency</b>	Click this field to select the agency to be displayed on the report. Both the agency code and the literal are displayed in this field. The literal is displayed on the report. If this field is completed, the Mission Area and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or POD field, the criteria in the Mission Area or POD field will be deleted. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>POD</b>	Click this field to select the applicable POD to be displayed on the report. If this field is completed, the Mission Area and Agency fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or Agency field, the criteria in the Mission Area or Agency field will be deleted. The selection is made based upon the prior year and the applicable agency.
<b>Fund</b>	Click this field to indicate the fund to be displayed on the report. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Treasury Symbol</b>	Click this field to indicate the treasury symbol to be displayed on the report. Both the code and the definition are displayed in this field. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

## FSDW Crosswalk Trial Balance

The FSDW Crosswalk Trial Balance report (**Figure 45**) is displayed when you select **FSDW Crosswalk Trial Balance** on the Financial Reports (**Figure 34**) menu. This report contains data from FFIS.

```

Financial Statement: Balance Sheet
Report Year:
Report Period:
Mission Area:
Agency:
POD:
Report Line:
GL Account:
Fund:
Treasury Symbol:
  
```

Figure 45. FSDW Crosswalk Trial Balance report

After running the FSDW Crosswalk Trial Balance report (**Figure 45**), the FSDW Crosswalk Trial Balance report (with criteria) (**Figure 46**) is displayed.

DTBR Run Date:1/15/2004

**U.S. Department of Agriculture  
Balance Sheet  
Crosswalk Trial Balance  
Period Ending December 31, 2002**

Report Line = 01 or 02 or 03 or 04 or 05 or 06 or 07 or 08 or 09 or 10 and GL Account = 1010 FUND BALANCE WITH TREASURY or 1011 SF-224 DISBURSEMENTS or 1012 SF-224 COLLECTIONS or 1013 OPAC DISBURSEMENTS or 1014 OPAC COLLECTIONS or 1015 NON-224 CASH and Fund = AR00 and Treasury Symbol = 12F3875 and Beginning Fiscal Year = 2002

USDA Line Number	GL Account Title	Account Number	Accounting Period	Fund Category	Vendor Type	Amount
01	SF-224 DISBURSEMENTS	1011	0301	D	C	\$8,635.40
01	SF-224 DISBURSEMENTS	1011	0302	D	C	(\$9,504.09)
01	SF-224 DISBURSEMENTS	1011	0303	D	C	(\$131.34)
01	OPAC COLLECTIONS	1014	0301	D	C	(\$1,955.09)
01	OPAC COLLECTIONS	1014	0303	D	C	(\$4,000.00)
USDA Line Number Total:						(\$5,855.06)
Department Total:						(\$5,855.06)

For Official Use Only

Figure 46. FSDW Crosswalk Trial Balance report (with criteria)

### Field Instructions:

#### Financial Statement

Click this field to indicate the type of financial statement to be displayed on the report. Valid values are **Balance Sheet**, **Statement Of Budgetary Resources**, **Statement Of Net Cost**, **Statement Of Changes In Net Position**, or **Statement Of Financing**. This field defaults to **Balance Sheet**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

<b>Report Year</b>	Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Report Period</b>	Click this field to indicate the time period to be displayed on the report. The ending date of the period is displayed on the report. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Mission Area</b>	Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Agency or POD field, the criteria in the Agency or POD field will be deleted. Multiple or block selections are available in this field. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Agency</b>	Click this field to select the agency to be displayed on the report. Both the agency code and the literal are displayed in this field. The literal is displayed on the report. If this field is completed, the Mission Area and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or POD field, the criteria in the Mission Area or POD field will be deleted. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>POD</b>	Click this field to select the POD to be displayed on the report. If this field is completed, the Mission Area and Agency fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or Agency field, the criteria in the Mission Area or Agency field will be deleted.
<b>Report Line</b>	Click this field to indicate the report line to be displayed on the report. Valid values are <b>01–28</b> . After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>GL Account</b>	Click this field to indicate the GL code to be displayed on the report. Both the four-digit code and the literal for the code are displayed on the report. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Fund</b>	Click this field to indicate the fund to be displayed on the report. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Treasury Symbol</b>	Click this field to indicate the treasury symbol to be displayed on the report. Both the code and the definition are displayed in this field. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

## FSDW Eliminations Report

The FSDW Eliminations report (**Figure 47**) is displayed when you select **FSDW Eliminations Report** on the Financial Reports (**Figure 34**) menu. This report contains data from FFIS.

Report Year:

Report Period:

Mission Area:

Agency:

Report Line:

Elimination Type:

Control Number:

User Id:

Figure 47. FSDW Eliminations report

After running the FSDW Eliminations report (**Figure 47**), the FSDW Eliminations report (with criteria) (**Figure 48**) is displayed.

IDER Run Date: 4/7/2003

U.S. Department of Agriculture  
Coop.state Research Ser (22)  
Eliminations Report  
Period Ending September 30, 2002

Report Row = and Adjustment Type = and Control Number = and User Id =

USDA Line Number	Type of Elimination	Control Number	User Id	Debit	Credit
USDA Line Number Total:					
Agency Total:					
For Official Use Only					

Figure 48. FSDW Eliminations report (with criteria)

### Field Instructions:

- Report Year

Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report.
- Report Period

Click this field to indicate the time period to be displayed on the report. The ending date of the period is displayed on the report.
- Mission Area

Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency Field must be left blank. If you make a selection in this field, and there is already criteria in the Agency field, the criteria in the Agency field will be deleted. Multiple or block selections are available in this field.

<b>Agency</b>	Click this field to select the agency to be displayed on the report. Both the agency code and the literal are displayed in this field. The literal is displayed on the report. If this field is completed, the Mission Area field must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area field, the criteria in the Mission Area field will be deleted.
<b>Report Line</b>	Click this field to indicate the report line to be displayed on the report.
<b>Elimination Type</b>	Click this field to indicate the elimination type to be displayed on the report. The two-position code is displayed on the report.
<b>Control Number</b>	Click this field to indicate the control number to be displayed on the report.
<b>User ID</b>	Click this field to indicate the user ID to be displayed on the report.

## FSDW Financial Statement Consistency Report

The FSDW Financial Statement Consistency report (**Figure 50**) is displayed when you select **FSDW Financial Statement Consistency** on the Financial Reports (**Figure 34**) menu. This report contains data from FFIS.

Report Year:

Report Period:

Mission Area:

Agency:

POD:

GL Account:

Fund:

Treasury Symbol:

Include Eliminations?: No

Figure 49. FSDW Financial Statement Consistency report

After running the FSDW Financial Statement Consistency report (**Figure 50**), the FSDW Financial Statement Consistency report (with criteria) (**Figure 51**) is displayed.

Less: Offsetting Collections, Recoveries, or Prior...		0.00	0.00	0.00
		Line 2	Line 3 + 4	
Status of Budgetary Resources		0.00	0.00	0.00
		Line 7	Line 11	
Obligated Balance, net		0.00	0.00	0.00
		Line 14 (Prior Yr)	Line 12	
Unobligated Balance		615,122.00	615,122.00	615,122.00
		Line 9 + 10 (Prior Yr)	Line 2a	
Less: Offsetting Receipts		0.00	0.00	0.00
		Line 4	Line 16	
Donations and Forfeitures of Property		0.00	0.00	0.00
		Line 12	Line 6	
Transfers In/Out Without Reimbursement		0.00	0.00	0.00
		Line 13	Line 7	
Other		0.00	0.00	0.00
		Line 15	Line 9	
FOR OFFICIAL USE ONLY				

Figure 50. FSDW Financial Statement Consistency report (with criteria)



FSDW Run Date: 1/24/2004

U.S. Department of Agriculture

Financial Statement and Footnote Consistency Report

Period Ending December 31, 2002

US Account = 2010 FUND BALANCE WITH TREASURY and Fund = ACAC and Treasury Symbol = 121300

	Balance Sheet	Net Cost	Start of Changes in Net Position	Start of Financing	Budgetary Resources	Difference
Net Position	0 0.00 Line 27		0 0.00 Line 18			0 0.00
Unexp. Approp.	1 0.00 Line 28		1 0.00 Line 18 Col 11			1 0.00
Current Results	2 0.00 Line 29		2 0.00 Line 18 Col 1			2 0.00
Assets	# 425,022.56 Line 33					# 425,022.56
Liabilities and Net Position	# 0.00 Line 38					# 425,022.56
Net Cost		^ 0.00 Line 10	^ 0.00 Line 17	^ 0.00 Line 28		^ 0.00
						HC<BDF
Ending Net Position Current Results (Col 1)			% -925,424.32 Line 18 Col 1			
Beginning net Position Current Results (Col 1)			% 0.00 Line 9 Col 1			% -925,424.32
Ending Net Position Unexp. Approp. (Col 11)			% 1,069,806.08 Line 18 Col 11			
Beginning net Position Unexp. Approp. (Col 11)			% 0.00 Line 3 Col 11			% 1,069,806.08
Appropriations Received		+ 0.00 Line 4 Col 11			+ 0.00 Line 1.1b	+ 0.00
* Except for appropriated earmarked receipts, typically in Special & Non-Revolving Trust Funds						
Inspected Financing Source		\$ 0.00 Line 14	\$ 0.00 Line 11			\$ 0.00
Obligations Incurred			+ 0.00 Line 1	+ 0.00 Line 8c		+ 0.00

Less: Offsetting Collections, Recoveries, or Prior...		0.00 Line 2	0.00 Line 3 + 4
Status of Budgetary Resources		0.00 Line 7	0.00
Obligated Balance, Net		0.00 Line 11	
		0.00 Line 14 (Prior Yr)	0.00
		0.00 Line 12	
Unobligated Balance		615,122.00 Line 9 + 10 (Prior Yr)	615,122.00
		0.00 Line 2a	
Less: Offsetting Receipts	<>	0.00 Line 4	<>
Donations and Forfeitures of Property	**	0.00 Line 12	** 0.00 Line 6
Transfers In/Out Without Reimbursement	{}	0.00 Line 13	{}
Other	++	0.00 Line 15	++ 0.00 Line 9

FOR OFFICIAL USE ONLY

Figure 51. FSDW Financial Statement Consistency report (with criteria)

#### Field Instructions:

##### Report Year

Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

##### Report Period

Click this field to indicate the time period to be displayed on the report. The ending date of the period is displayed on the report. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

<b>Mission Area</b>	Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Agency or POD field, the criteria in the Agency or POD field will be deleted. Multiple or block selections are available in this field. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Agency</b>	Click this field to select the agency to be displayed on the report. Both the agency code and the literal are displayed in this field and on the report. If this field is completed, the Mission Area and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or POD field, the criteria in the Mission Area or POD field will be deleted. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>POD</b>	Click this field to select the POD to be displayed on the report. If this field is completed, the Mission Area and Agency fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or Agency field, the criteria in the Mission Area or Agency field will be deleted.
<b>GL Account</b>	Click this field to indicate the GL code to be displayed on the report. The four-position code and the literal are both displayed in this field. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Fund</b>	Click this field to indicate the fund to be displayed on the report. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Treasury Symbol</b>	Click this field to indicate the treasury symbol to be displayed on the report. The code is displayed in this field. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Include Eliminations</b>	Click this field to indicate whether or not to include eliminations. Valid values are <b>Yes</b> and <b>No</b> . This field defaults to <b>No</b> . After making your selection, click <b>[Done]</b> or <b>[Reset]</b> , as applicable.



## FSDW GL Account Trial Balance

The FSDW GL Account Trial Balance report (**Figure 52**) is displayed when you select **FSDW GL Account Trial Balance** on the Financial Reports (**Figure 34**) menu. This report contains data from the FFIS database.

```
Report Year:
Report Period:
Mission Area:
Agency:
POD:
GL Account:
Fund:
Treasury Symbol:
```

**Figure 52. FSDW GL Account Trial Balance report**

After running the FSDW GL Account Trial Balance report (**Figure 52**), the FSDW GL Account Trial Balance report (with criteria) (**Figure 53**) is displayed.

DGLR Run Date:1/23/2004

U.S. Department of Agriculture  
Department GL Account Trial Balance Report  
Period Ending December 31, 2001  
GL Account = 1011 SF-224 DISBURSEMENTS

GL Account	GL Account Name	Amount
1011	SF-224 DISBURSEMENTS	(\$4,482,646,647.04)
<b>Department Total:</b>		(\$4,482,646,647.04)
FOR OFFICIAL USE ONLY		

**Figure 53. FSDW GL Account Trial Balance report (with criteria)**

### Field Instructions:

<b>Report Year</b>	Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report.
<b>Report Period</b>	Click this field to indicate the time period to be displayed on the report. Valid values are <b>00-17</b> .
<b>Mission Area</b>	Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Agency or POD field, the criteria in the Agency or POD field will be deleted. Multiple or block selections are available in this field.

<b>Agency</b>	Click this field to select the agency to be displayed on the report. Both the agency code and the literal are displayed in this field and on the report. If this field is completed, the Mission Area and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or POD field, the criteria in the Mission Area or POD field will be deleted.
<b>POD</b>	Click this field to select the POD to be displayed on the report. If this field is completed, the Mission Area and Agency fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or Agency field, the criteria in the Mission Area or Agency field will be deleted.
<b>GL Account</b>	Click this field to indicate the GL code to be displayed on the report. Both the four-position code and the literal are displayed in this field.
<b>Fund</b>	Click this field to indicate the fund to be displayed on the report.
<b>Treasury Symbol</b>	Click this field to indicate the treasury symbol to be displayed on the report. Both the code and the definition are displayed in this field.

## FSDW Preliminary Financial Statements

The FSDW Preliminary Financial Statements report (**Figure 54**) is displayed when you select **FSDW Preliminary Financial Statements** on the Financial Reports (**Figure 34**) menu. This report contains data from the FFIS database.

Financial Statement: Balance Sheet  
Report Year:  
Report Period:  
Mission Area:  
Agency:  
POD:  
Fund:  
Treasury Symbol:

Figure 54. FSDW Preliminary Financial Statements report

After running the FSDW Preliminary Financial Statements report (**Figure 54**), the FSDW Preliminary Financial Statements report (with criteria) (**Figure 55**) is displayed.

FFIS: Run Criteria/04/0000

U.S. Department of Agriculture  
Balance Sheet  
Departmental Preliminary Financial Statement  
Period Ending September 30, 2002  
Fund = 4000 and Treasury Symbol = 10F0010

	FFIS Data	New FFIS Data	Source System Subtotal	Adjustments	Subtotal	Info-Mission Area (Revisions)	Mission Area Subtotal	Sub-Mission Area (Revisions)	Total Amount
<b>Assets (Note)</b>									
1. Intergovernmental:									
a. Fund Balance with Treasury (Note)	5,004.00	0.00	5,004.00	0.00	5,004.00	0.00	5,004.00	0.00	5,004.00
b. Unexpended (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
c. Accounts Receivable, Net (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
d. Other (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2. Total Intergovernmental	5,004.00	0.00	5,004.00	0.00	5,004.00	0.00	5,004.00	0.00	5,004.00
3. Cash and Other Monetary Assets (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4. Unexpended (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5. Accounts Receivable, Net (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6. Loans Receivable and Related Financial Property, Net (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7. Inventories and Related Property, Net (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8. General Property, Plant, and Equipment, Net (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9. Other (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10. Total Assets	5,004.00	0.00	5,004.00	0.00	5,004.00	0.00	5,004.00	0.00	5,004.00
<b>Liabilities (Note)</b>									
11. Intergovernmental:									
a. Accounts Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
b. Debt (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
c. Other (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12. Total Intergovernmental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13. Accounts Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14. Loan Guarantees Liability (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15. Debt Held by the Public (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16. Governmental and Special Liabilities (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17. Other (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18. Total Liabilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19. Commitments and Contingencies (Note)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20. Unexpended Appropriations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21. Cumulative Results of Operations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22. Total Net Position	5,004.00	0.00	5,004.00	0.00	5,004.00	0.00	5,004.00	0.00	5,004.00
23. Total Liabilities and Net Position	5,004.00	0.00	5,004.00	0.00	5,004.00	0.00	5,004.00	0.00	5,004.00

For Official Use Only

Figure 55. FSDW Preliminary Financial Statements report (with criteria)

### Field Instructions:

#### Financial Statement

Click this field to indicate the type of financial statement to be displayed on the report. Valid values are **Balance Sheet**, **Statement Of Budgetary Resources**, **Statement Of Net Cost**, **Statement Of Changes In Net Position**, or **Statement Of Financing**. This field defaults to **Balance Sheet**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

<b>Report Year</b>	Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Report Period</b>	Click this field to indicate the time period to be displayed on the report. The ending date of the period is displayed on the report. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Mission Area</b>	Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Agency or POD field, the criteria in the Agency or POD field will be deleted. Multiple or block selections are available in this field. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Agency</b>	Click this field to select the agency to be displayed on the report. Both the agency code and the literal are displayed in this field. The literal is displayed on the report. If this field is completed, the Mission Area and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or POD field, the criteria in the Mission Area or POD field will be deleted. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>POD</b>	Click this field to select the POD to be displayed on the report. If you make a selection in this field, the Mission Area and Agency fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or Agency field, the criteria in the Mission Area and Agency fields will be deleted.
<b>Fund</b>	Click this field to indicate the fund to be displayed on the report. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Treasury Symbol</b>	Click this field to indicate the treasury symbol to be displayed on the report. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

## FSDW Trial Balance

The FSDW Trial Balance report (**Figure 56**) is displayed when you select **FSDW Trial Balance** on the Financial Reports (**Figure 34**) menu. This report contains data from the FFIS database.

Report Year:

Report Period:

Mission Area:

Agency:

GL Account:

Fund:

Treasury Symbol:

Figure 56. FSDW Trial Balance report

After running the FSDW Trial Balance report (**Figure 56**), the FSDW Trial Balance (with criteria) (**Figure 57**) is displayed.

ASTB: Run Date:4/7/2003			
U.S. Department of Agriculture			
Agric.research Service (03)			
Agency Trial Balance			
Period Ending November 30, 2001			
Fund = and GL Account = SF-224 DISBURSEMENTS and Treasury Symbol =			
Reg. RFY	End RFY	Fund Code	Amount
GL Account: - SF-224 DISBURSEMENTS			
GL Account Total:			
Agency Total:			
For Official Use Only			

Figure 57. FSDW Trial Balance report (with criteria)

### Field Instructions:

- Report Year

Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report.
- Report Period

Click this field to indicate the time period to be displayed on the report. The ending date of the period is displayed on the report. Valid values are **00-17**.
- Mission Area

Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency Field must be left blank. If you make a selection in this field, and there is already criteria in the Agency field, the criteria in the Agency field will be deleted. Multiple or block selections are available in this field.



<b>Agency</b>	Click this field to select the agency to be displayed on the report. Both the agency code and the literal are displayed in this field and on the report. If this field is completed, the Mission Area field must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area field, the criteria in the Mission Area field will be deleted.
<b>GL Account</b>	Click this field to indicate the GL code to be displayed on the report. Both the GL code and the literal are displayed in this field. The code is displayed on the report.
<b>Fund</b>	Click this field to indicate the fund to be displayed on the report. The code is displayed in this field and on the report.
<b>Treasury Symbol</b>	Click this field to indicate the treasury symbol to be displayed on the report. The code is displayed in this field.

## FSDW Trial Balance By Treasury Symbol

The FSDW Trial Balance By Treasury Symbol report (**Figure 58**) is displayed when you select **FSDW Trial Balance By Treasury Symbol** on the Financial Reports (**Figure 34**) menu. This report contains financial data from FFIS.

Report Year:  
Report Period:  
Mission Area:  
Agency:  
POD:  
GL Account:  
Fund:  
Treasury Symbol:

Figure 58. FSDW Trial Balance By Treasury Symbol report

After running the FSDW Trial Balance by Treasury Symbol report (**Figure 58**), the FSDW Trial Balance by Treasury Symbol report (with criteria) (**Figure 59**) is displayed.

ASFB - Run Date: 12/17/2002

U.S. Department of Agriculture  
Animal And Plant Health Inspection  
Agency Trial Balance  
Period Ending November 30, 2001  
POD = USDA and Fund = 67 and GL Account = 1012 SF-224 COLLECTIONS and Treasury Symbol = 122200 and  
Beginning Fiscal Year = 2001

GL Account	Name	Vendor Type	Amount
Treasury Symbol: 122200			
1012	SF-224 COLLECTIONS	H	\$100.00
GL Account Total:			\$100.00
Treasury Symbol Total:			\$100.00
Agency Total:			\$100.00

For Official Use Only

This report includes certain Treasury Symbols that are excluded from the financial statements, therefore the reports will not match.

Figure 59. FSDW Trial Balance By Treasury Symbol report (with criteria)

### Field Instructions:

- Report Year

Click this field to indicate the year to be displayed on the report. The last two positions of the year are displayed in this field. The four-position year is displayed on the report.
- Report Period

Click this field to indicate the time period to be displayed on the report. The ending date of the period is displayed on the report.

<b>Mission Area</b>	Click this field to select the mission area to be displayed on the report. If this field is completed, the Agency and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Agency or POD field, the criteria in the Agency or POD field will be deleted. Multiple or block selections are available in this field. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Agency</b>	Click this field to select the agency to be displayed on the report. Both the agency code and the literal are displayed in this field. The literal is displayed on the report. If this field is completed, the Mission Area and POD fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or POD field, the criteria in the Mission Area or POD field will be deleted. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>POD</b>	Click this field to select the POD to be displayed on the report. If you make a selection in this field, the Mission Area and Agency fields must be left blank. If you make a selection in this field, and there is already criteria in the Mission Area or Agency field, the criteria in the Mission Area and Agency fields will be deleted.
<b>GL Account</b>	Click this field to indicate the GL code to be displayed on the report. Both the four-digit code and the literal for the code are displayed on the report. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Fund</b>	Click this field to indicate the fund to be displayed on the report. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Treasury Symbol</b>	Click this field to indicate the treasury symbol to be displayed on the report. The code is displayed in this field.

FSDW SF133

The FSDW SF133 report (Figure 60) is displayed when you select **FSDW SF133** on the Financial Reports (Figure 34) menu. This report contains financial data from FFIS and is updated monthly.

Fiscal Year:

Fiscal Month:

Agency

Treasury Symbol:

Summary or Detail Report: Summary

Figure 60. FSDW SF133 report

After running the FSDW SF133 report (Figure 60), the FSDW SF133 report (with criteria) (Figure 61) is displayed.

United States Department of Agriculture Federal Agencies Centralized Trial Balance System II SF 133 Report on Budget Execution and Budgetary Resources For the Period Ending September 30, 2003		
Agency: Office Of The Chief Fin Off (90) Treasury Symbol: 1208129		
	Description	Total
Budgetary Resources		
1. Budget Authority:		
A.	Appropriation	0.00
B.	Borrowing Authority	0.00
C.	Contract Authority	0.00
D.	Net Transfers (+ or -)	0.00
E.	Other	0.00
2. Unobligated Balance:		
A.	Brought Forward, October 1 (+ or -)	97,762,490.00
B.	Net Transfers, Actual (+ or -)	0.00
C.	Anticipated Transfers, Balances (+ or -)	0.00
3. Spending Authority From Offsetting Collections:		
A. Loans:		
1.	Collected	3,291,985.49
2.	Receivable From Federal Sources	4,642,244.49
B. Change in Unfilled Customers Orders		
1.	Advance Received	0.00
2.	Without Advance From Federal Sources	8,479,985.93
C.	Anticipated for Rest of Year, Without Advances	0.00
D. Transfers From Trust Funds:		
1.	Collected	0.00
2.	Anticipated	0.00
4. Recoveries of Prior-Year Obligations:		
A.	Actual	39,695.26
B.	Anticipated	0.00
5. Temporarily Not Available Pursuant to Public Law: (-)		
0.00		
6. Permanently Not Available:		
A. Cancellations of Expired and Half-Year Accounts (-)		
0.00		
B. Excess Reservations (-)		
0.00		
C. Capital Transfers and Redemption of Debt		
0.00		
D. Other Authority Withdrawn (-)		
0.00		
E. Pursuant to Public Law (-) (-)		
0.00		
F. Anticipated Rest of Year (-)		
0.00		
7. Total Budgetary Resources		11,337,380.69

Status of Budgetary Resources	
<b>8. Obligations Incurred:</b>	
<b>A. Direct:</b>	
1. Category A	0.00
2. Total, Category B	28,632,346.72
3. Exempt From Apportionment	0.00
<b>B. Reimbursable:</b>	
1. Category A	0.00
2. Category B	13,436,822.63
3. Exempt From Apportionment	0.00
<b>9. Unobligated Balance:</b>	
<b>A. Apportioned</b>	
1. Balance Currently Available	9,896,336.88
2. Anticipated (+ or -)	0.00
<b>B. Exempt From Apportionment</b>	0.00
<b>C. Other Available</b>	0.00
<b>10. Unobligated Balance Not Available:</b>	
A. Apportioned For Subsequent Periods	0.00
B. Deferred	0.00
C. Withheld Pending Recession	0.00
D. Other	-36,699.32
<b>11. Total Status of Budgetary Resources</b>	<b>51,367,566.89</b>
<b>Relation of Obligations to Outlays</b>	
<b>12. Obligated Balance, Net as of October 1</b>	<b>28,642,166.27</b>
<b>13. Obligated Balance Transferred, Net (+ or -)</b>	<b>0.00</b>
<b>14. Obligated Balance, Net, End of Period</b>	
A. Accounts Receivable (-)	-6,363,561.99
B. Unfilled Customer Orders From Federal Sources (-)	-9,337,125.29
C. Unfulfilled Orders (+)	39,809,228.89
D. Accounts Payable (+)	1,469,497.20
<b>15. Outlays:</b>	
A. Disbursements (+)	41,679,725.11
B. Collections (-)	-1,293,968.19

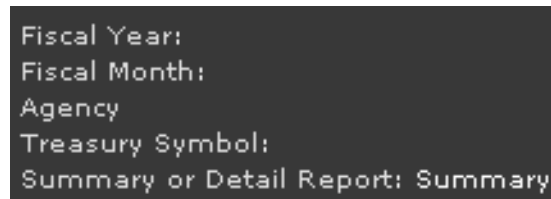
Figure 61. FSDW SF133 report

## Field Instructions

<b>Fiscal Year</b>	Click this field to select the applicable fiscal year to be displayed on the report. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Fiscal Month</b>	Click this field to select the applicable reporting period to be displayed on the report. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Agency</b>	Click this field to select the applicable agency to be displayed on the report. The available agencies are listed in alphabetical order. The default for this field is <b>All</b> . After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Treasury Symbol</b>	Click this field to select the applicable treasury symbol to be displayed on the report. The default for this field is <b>All</b> . After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Summary Or Detail Report</b>	Click this field to select whether you want the report summarized into one report or in detail reports. The default for this field is <b>Summary</b> . After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

## FSDW FMS2108

The FSDW FMS2108 report (**Figure 62**) is displayed when you select **FSDW FMS2108** on the Financial Reports (**Figure 34**) menu. This report contains financial data from FFIS and is updated monthly.



Fiscal Year:  
Fiscal Month:  
Agency  
Treasury Symbol:  
Summary or Detail Report: Summary

**Figure 62. FSDW FMS2108 report**

After running the FMS2108 report (**Figure 62**), the FSDW FMS2108 report (with criteria) (**Figure 63**) is displayed.

United States Department of Agriculture Federal Agencies Centralized Trial Balance System II FMS 2108 Year-End Closing Statement For the Period Ending September 30, 2003		
Agency: Risk Management Agency (08)		
Treasury Symbol: 1232707		
Description	Total	
2. Preclosing Unexpended Balance	0.00	
3. Increases and Rescissions	0.00	
4. Unobligated and Obligated Balance Withdrawn/Canceled	0.00	
5. Postclosing Unexpended Balance	16,895,079.20	
6. Other Authorizations	0.00	
7. Reimbursements Earned and Refunds	0.00	
8. Unfilled Customer Orders	0.00	
9. Undelivered Orders and Contracts	13,930,906.00	
10. Accounts Payable and Other Liabilities	2,932,082.77	
11. Unobligated Balance	32,090.43	

**Figure 63. FSDW FMS2108 report (with criteria)**

### Field Instructions

<b>Fiscal Year</b>	Click this field to select the applicable fiscal year to be displayed on the report. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Fiscal Month</b>	Click this field to select the applicable reporting period to be displayed on the report. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Agency</b>	Click this field to select the applicable agency to be displayed on the report. The agencies are listed alphabetically. The default for this field is <b>All</b> . After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

**Treasury Symbol**

Click this field to select the applicable treasury symbol to be displayed on the report. The default for this field is **All**. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

**Summary Or Detail Report**

Click this field to select whether you want the report summarized into one report or in detail reports. The default for this field is **Summary**. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

SF 2812

The SF 2812 report (**Figure 64**) is displayed when you select **SF 2812** on the Financial Reports (**Figure 34**) menu. This report displays the biweekly withholding and contribution amounts for health benefits, life insurance, and retirement. This data is displayed by payroll office. This report contains data from the Payroll/Personnel database and is updated biweekly.

Payroll Office Number:

Pay Period:

Figure 64. SF-2812 report

After running the SF-2812 report (**Figure 64**), the SF-2812 report (with criteria) (**Figure 65**) is displayed.

REPORT OF WITHHOLDINGS AND CONTRIBUTIONS FOR HEALTH BENEFITS, LIFE INSURANCE AND RETIREMENT		Resaprove Report No. 1004-0768-001	
Address (Including Department, Bureau, Location and Zip Code)	Payroll Office Number	Report Number	
	Month Reported on Statement of Transactions	Date Payroll Paid	
Telephone Number (Including Area Code)	Pay Period		
	From	To	
To	<input type="checkbox"/> Check Attached	<input type="checkbox"/> Credit to OPM Receipt Account (24x8133.0)	Agency Account Charged
	I Certify that the items listed herein are correct and the amount is available to be credited to the OPM receipt account.		
	Signature of Authorized Administrator or Certifying Officer		Date
Benefit Category	Withholdings	Contributions	Total
LIFE INSURANCE			
Basic Life			
Standard--Option A			
Additional--Option B			
Family--Option C			
Post-Retirement			
Total Life Insurance			

Figure 65. SF-2812 report (with criteria)

Field Instructions:

- Payroll Office Number

Click this field to indicate the payroll office number to be displayed on the report. Multiple or block selections are not allowed in this field.
- Pay Period

Click this field to indicate the pay period to be displayed on the report. The pay period is displayed by year and pay period number. Multiple or block selections are not allowed in this field.





## Statement Of Earnings And Leave

The Statement Of Earnings And Leave report (**Figure 66**) is displayed when you select **Statement Of Earning And Leave** on the Financial Reports (**Figure 34**) menu. This report displays an employee's Statement of Earnings and Leave. This data is displayed by the employee's Personnel office. This report contains data from the Payroll/Personnel database and is updated biweekly.

Employee Social Security Number:

Active Employee Search by Last Name:

Figure 66. Statement Of Earnings And Leave

After running the Statement of Earnings And Leave report (**Figure 67**), an employee's Statement of Earnings and Leave (with criteria) (**Figure 68**) is displayed.

STATEMENT OF EARNINGS AND LEAVE		Period: 01/01/00 - 01/31/00	
<b>Earnings</b>			
REGULAR TIME	100.00		
OVERTIME	0.00		
TOTAL EARNINGS	100.00		
<b>Deductions</b>			
SOCIAL SECURITY	10.00		
MEDICARE	1.50		
TOTAL DEDUCTIONS	11.50		
NET PAY	88.50		

Figure 68. Statement Of Earnings And Leave (with criteria)

### Field Instructions:

#### Employee Social Security Number

Click this field to type the employee's social security number. After typing the social security number, click **[Done]**.

**Active Employee Search  
By Last Name**

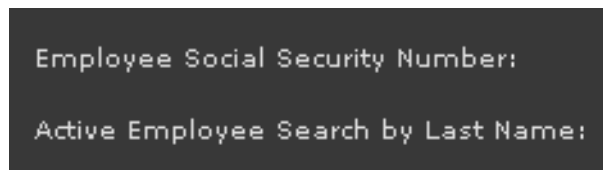
Click this field to type the last name of the employee. After typing the last name, click **[Done]**. A list of employees with that last name is displayed. Select the applicable employee and click **[Done]**. After clicking **[Done]**, the Payroll Pay Period field is displayed.

**Payroll Pay Period**

Click this field to select the applicable pay period for the earnings statement to be displayed.. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

## W2 Wage And Tax Statement

The W2 Wage And Statement report (**Figure 69**) is displayed when you select **W2 Wage And Tax Statement** on the Financial Reports (**Figure 34**) menu. This report displays an employee's IRS Form W-2, Wage And Tax Statement. This data is displayed by the employee's Personnel office. This report contains data from the Payroll/Personnel database and is updated biweekly.



Employee Social Security Number:

Active Employee Search by Last Name:

Figure 69. W2 Wage And Tax Statement

After running the W2 Wage And Tax Statement report (**Figure 69**), the employee's IRS Form W2 Wage And Tax Statement (with criteria) (**Figure 70**) is displayed.



Figure 70. W2 Wage And Tax Statement

### Field Instructions:

#### Employee Social Security Number

Click this field to type the employee's social security number. After typing the social security number, click **[Done]**.

#### Active Employee Search By Last Name

Click this field to type the last name of the employee. After typing the last name, click **[Done]**. A list of employees with that last name is displayed. Select the applicable employee and click **[Done]**. After clicking **[Done]**, the Payroll Pay Period field is displayed.

**Year**

Click this field to select the applicable year for the IRS Form W2, Wage And Tax Statement, to be run. A list of available years is displayed. After making your selection, click **[ Done ]**.

---

## Running Personnel Action Reports

The Personnel Action Reports menu (**Figure 71**) contains the following reports:

[All Actions](#)

[All Actions Minority Profile](#)

[Hires](#)

[Hires Minority Profile](#)

[Promotions](#)

[Promotions Minority Profile](#)

[Separations](#)

[Separations Minority Profile](#)



**Figure 71. Personnel Action Reports menu**



## All Actions

The All Actions report (**Figure 72**) is displayed when you select **All Actions** on the Personnel Actions Reports menu (**Figure 71**). This report contains a count of nature of actions (NOAs) for an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

```

Organizational Structure
Personnel Office Identifier
Nature of Actions
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Time Frame
Sort By: Organization
Report as Chart or Graph
    
```

**Figure 72. All Actions report**

After running the All Actions report (**Figure 72**), the All Actions report (with criteria) (**Figure 73**) is displayed.

Personnel Actions								
U.S. Department Of Agriculture								
Year = Calendar Year 2002 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and RNO = White and Gender = Male and Supervisory Status = Non-Supervisory and Grade = 12 or 11 or 10 or 09 or 08 or 07 and PATCO = Professional or Administrative and Employment Type = Permanent Full-Time and Age >= 25 Years Old and Length of Service >= 5 years								
By Org								
Org	Total	% of Total Pop	Full-Time	(%)	Part-Time	(%)	Other	(%)
Off Of The Chief Fnanc'l Offcr	43		43	100				
Total	43	0	43	100				
Total U.S. Department Of Agriculture Actions: 404287								

**Figure 73. All Actions report (with criteria)**



## Field Instructions:

<b>Organizational Structure</b>	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further customize your selection. There are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Nature Of Actions</b>	Click this field to indicate the NOA to be displayed on the report. The 3-digit NOA and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional</b> , <b>Administrative</b> , <b>Technical</b> , <b>Clerical</b> , <b>Other</b> , and <b>Blue collar</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor, Supervisor/Manager, Management, Supervisor (CSRA), Management (CSRA), Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (State)</b>	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Gender</b>	Click this field to indicate the gender to be displayed on the report. Valid values are <b>Male</b> and <b>Female</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Race And National Origin</b>	Click this field to indicate the RNO to be displayed on the report. Valid values are <b>Asian/Pacific Islander, Black, Hispanic, American Indian/Alaskan Native, White</b> , and <b>Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Length Of Service</b>	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Time Frame</b>	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are <b>Calendar Year</b> and <b>Fiscal Year</b> . The default for this field is <b>Calendar Year</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Sort By:</b>	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to <b>Organization</b> . After making your selection, click <b>[Done]</b> or <b>[Reset]</b> , as applicable.
<b>Report As Chart Or Graph</b>	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are <b>[Chart]</b> and <b>[Graph]</b> . The default for this field is <b>Chart</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.

## All Actions Minority Profile

The All Actions Minority Profile report (**Figure 74**) is displayed when you select **All Actions Minority Profile** on the Personnel Actions Reports menu (**Figure 71**). This report contains a count of NOAs for an organization on the basis of race, sex, and national origin. Data for this report is obtained from the Personnel History database and is updated biweekly.

Organizational Structure

Personnel Office Identifier

Nature of Actions

Pay Plan

Occupational Series

Grade

Occupation (PATCO)

Supervisory Status

Location (State)

Employment Type (PFT)

Age

Disability Code

Gender

Race and National Origin

Education Level

Length of Service

Time Frame

Sort By: Organization

Report as Chart or Graph

Figure 74. All Actions Minority Profile report

After running the All Actions Minority Profile report (**Figure 74**), the All Actions Minority Profile report (with criteria) (**Figure 75**) is displayed.

U.S. Department Of Agriculture  
Personnel Actions Minority Profile By Org

Calendar Year = 2003 and Personnel Office Identifier = 5217 - USDA - GOCO - NRC (NEW ORLEANS, LA) (AGRO) and Pay Plan = GS and Occ Ser = 0340 - MANAGEMENT AND PROGRAM ANALYSIS and Gender = Female or Male and Supervisory Status = Non-Supervisory and Grade = 11 and Location (State) = Louisiana and PATCO = Professional or Administrative and Employment Type = Permanent Full-Time and Age >= 20 Years Old

By Org

Org	Total	Women	Minorities	Black	Hispanic	Asian Amer./ Pacific Isl	Asian Ind./ Blackian Nat	White	Un-Subtotal
OFF OF THE CHIEF OF BUDGET	76	61	46	10	33	3		5	25
	76	61	46	10	33	3		5	25
Total	76	61	46	10	33	3		5	25

TOTAL U.S. DEPARTMENT OF AGRICULTURE ACTIONS: 139502

Figure 75. All Actions Minority Profile report (with criteria)

## Field Instructions:

<b>Organizational Structure</b>	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further customize your selection. There are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Nature Of Actions</b>	Click this field to indicate the NOA to be displayed on the report. The 3-digit NOA and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional</b> , <b>Administrative</b> , <b>Technical</b> , <b>Clerical</b> , <b>Other</b> , and <b>Blue collar</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor, Supervisor/Manager, Management, Supervisor (CSRA), Management (CSRA), Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (State)</b>	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Gender</b>	Click this field to indicate the gender to be displayed on the report. Valid values are <b>Male</b> and <b>Female</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Race And National Origin</b>	Click this field to indicate the RNO to be displayed on the report. Valid values are <b>Asian/Pacific Islander, Black, Hispanic, American Indian/Alaskan Native, White</b> , and <b>Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Length Of Service</b>	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Time Frame</b>	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are <b>Calendar Year</b> and <b>Fiscal Year</b> . The default for this field is <b>Calendar Year</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Sort By:</b>	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to <b>Organization</b> . After making your selection, click <b>[Done]</b> or <b>[Reset]</b> , as applicable.
<b>Report As Chart Or Graph</b>	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are <b>[Chart]</b> and <b>[Graph]</b> . The default for this field is <b>Chart</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.

## Hires

The Hires report (**Figure 76**) is displayed when you select **Hires** on the Personnel Actions Reports menu (**Figure 71**). This report contains a count of new hires in an organization. These are employees with a **100 series (1xx)**, **953**, or **955** nature of action (NOA) code. Data from this report is obtained from the Personnel History database and is updated biweekly.

Organizational Structure

Personnel Office Identifier

Nature of Actions (For New Hires)

Pay Plan

Occupational Series

Grade

Occupation (PATCO)

Supervisory Status

Location (State)

Employment Type (PFT)

Age

Disability Code

Gender

Race and National Origin

Education Level

Length of Service

Time Frame

Sort By: Organization

Report as Chart or Graph

Figure 76. Hires report

After running the Hires report (**Figure 76**), the Hires report (with criteria) (**Figure 77**) is displayed.

New Hires

U.S. Department Of Agriculture

Year = Calendar Year 2001 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GM or GS and Occ Ser = 0962 - CONTACT REPRESENTATIVE and Supervisory Status = Non-Supervisory and Grade = 07 or 05 and Location (State) = Louisiana and PATCO = Professional or Administrative or Technical and Employment Type = Permanent Full-Time and Age >= 20 Years Old

By Org

Org	Total	% of Total Pop	Full-Time	(%)	Part-Time	(%)	Other	(%)
Off Of The Chief Finand Officer	37	0.1	37	100	.	.	.	.
Total	37	0.1	37	100	.	0	.	0

Total U.S. Department Of Agriculture New Hires: 30807

Figure 77. Hires report (with critieria)



## Field Instructions:

<b>Organizational Structure</b>	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further customize your selection. There are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Nature Of Actions (For New Hires)</b>	Click this field to indicate the NOA to be displayed on the report. The 3-digit NOA and the literal are both displayed in this field. The NOA for this report is an NOA with a <b>100 series, 953, or 955</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional, Administrative, Technical, Clerical, Other, and Blue collar</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor, Supervisor/Manager, Management, Supervisor (CSRA), Management (CSRA), Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (State)</b>	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Gender</b>	Click this field to indicate the gender to be displayed on the report. Valid values are <b>Male</b> and <b>Female</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Race And National Origin</b>	Click this field to indicate the RNO to be displayed on the report. Valid values are <b>Asian/Pacific Islander, Black, Hispanic, American Indian/Alaskan Native, White</b> , and <b>Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Length Of Service</b>	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Time Frame</b>	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are <b>Calendar Year</b> and <b>Fiscal Year</b> . The default for this field is <b>Calendar Year</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Sort By:</b>	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to <b>Organization</b> . After making your selection, click <b>[Done]</b> or <b>[Reset]</b> , as applicable.
<b>Report As Chart Or Graph</b>	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are <b>[Chart]</b> and <b>[Graph]</b> . The default for this field is <b>Chart</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.

## Hires Minority Profile

The Hires Minority Profile report (**Figure 78**) is displayed when you select **Hires Minority Profile** on the Personnel Actions Reports menu (**Figure 71**). This report contains a count of new hires in an organization distributed across sex and RNO (NOAs **100 Series (1xx)**, **953**, or **955**). This data is obtained from the Personnel History database and is updated biweekly.

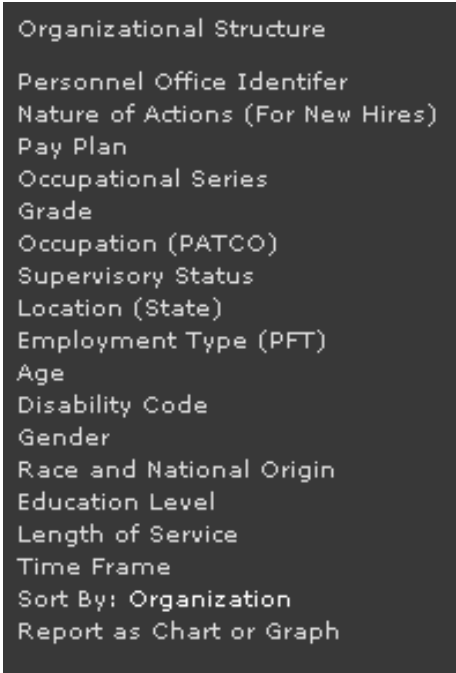


Figure 78. Hires Minority Profile report

After running the Hires Minority Profile report (**Figure 78**), the Hires Minority Profile report (with criteria) (**Figure 79**) is displayed.

Appalachian Regional Commission  
Separations Minority Profile By Org

Calendar Year = 2023 and Personnel Office Identifier = 4016 - APPAL REG COMM-HRO RM 721 (WASHINGTON, DC) (AP66) and Pay Plan = GS and RNO = Asian/Pacific Islander or Black or Hispanic or American Indian/ Alaskan Native or White or Other and Gender = Female or Male and Supervisory Status = Non-Supervisory and Location (State) = Dist of Columbia and PATCO = Professional or Administrative or Technical or Clerical or Other or Blue Collar and Employment Type = Permanent Employees and Age >= 20 Years Old and Length of Service >= 5 years  
By Org

Org	Total	Women	Minorities	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Appalachian Regional Comm	1	1											1		
	100	100											100		
Total	1	1											1		
	100	100											100		

Total APPALACHIAN REGIONAL COMMISSION Population: 1 (which includes employees that have not designated a Race and National Origin)

Figure 79. Hires Minority Profile report (with criteria)

## Field Instructions:

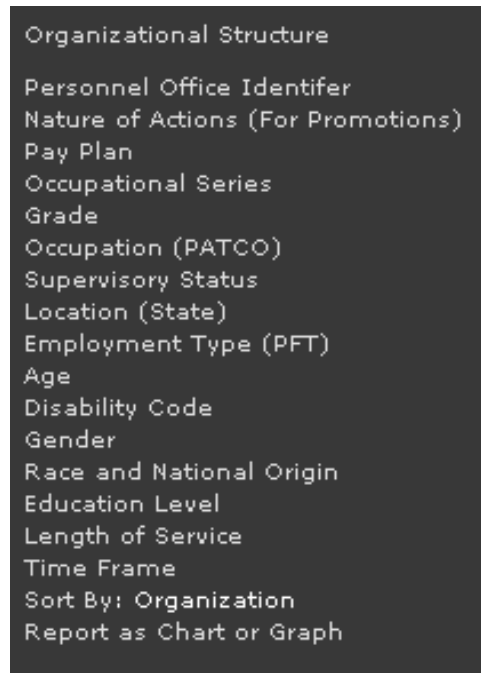
<b>Organizational Structure</b>	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further customize your selection. There are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Nature Of Actions (For New Hires)</b>	Click this field to indicate the NOA to be displayed on the report. The 3-digit NOA and the literal are both displayed in this field. The NOA for this report is any NOA with a <b>100 series, 953, or 955</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional, Administrative, Technical, Clerical, Other, and Blue collar</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor, Supervisor/Manager, Management, Supervisor (CSRA), Management (CSRA), Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (State)</b>	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Gender</b>	Click this field to indicate the gender to be displayed on the report. Valid values are <b>Male</b> and <b>Female</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Race And National Origin</b>	Click this field to indicate the RNO Code to be displayed on the report. Valid values are <b>Asian/Pacific Islander, Black, Hispanic, American Indian/Alaskan Native, White</b> , and <b>Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Length Of Service</b>	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Time Frame</b>	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are <b>Calendar Year</b> and <b>Fiscal Year</b> . The default for this field is <b>Calendar Year</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Sort By:</b>	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to <b>Organization</b> . After making your selection, click <b>[Done]</b> or <b>[Reset]</b> , as applicable.
<b>Report As Chart Or Graph</b>	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are <b>[Chart]</b> and <b>[Graph]</b> . The default for this field is <b>Chart</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.

## Promotions

The Promotions report (**Figure 80**) is displayed when you select **Promotions** on the Personnel Actions Reports menu (**Figure 71**). This report contains a count of promotions (NOAs **702** or **703**) in an organization. This data is obtained from the Personnel History database and is updated biweekly.



**Figure 80. Promotions report**

After running the Promotions report (**Figure 80**), the Promotions report (with criteria) (**Figure 81**) is displayed.

Promotions								
U.S. Department Of Agriculture								
Calendar Year = 2003 and Promotion Nature of Action = 702 (Permanent) and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and RNO = Asian/ Pacific Islander or Black or Hispanic or American Indian/ Alaskan Native or White or Other and Gender = Female or Male and Supervisory Status = Non-Supervisory and Location (State) = Louisiana and PATCO = Professional or Administrative or Technical and Employment Type = Permanent Full-Time and Length of Service >= 5 years								
By Org								
Org	Total	% of Total Population	Full-Time	(%)	Part-Time	(%)	Other	(%)
Off Of The Chief Financ Offcr	3	0.2	3	100	.	.	.	.
<b>Total</b>	<b>3</b>	<b>0.2</b>	<b>3</b>	<b>100</b>	<b>.</b>	<b>0</b>	<b>.</b>	<b>0</b>
Total U.S. DEPARTMENT OF AGRICULTURE Promotions: 1576								

**Figure 81. Promotions report (with criteria)**



## Field Instructions:

<b>Organizational Structure</b>	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further customize your selection. There are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Nature Of Actions (For Promotions)</b>	Click this field to indicate the NOA to be displayed on the report. The 3-digit NOA and the literal are both displayed in this field. Valid values are <b>702 (Permanent)</b> and <b>703 (Temporary)</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional, Administrative, Technical, Clerical, Other</b> , and <b>Blue collar</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor, Supervisor/Manager, Management, Supervisor (CSRA), Management (CSRA), Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (State)</b>	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Gender</b>	Click this field to indicate the gender to be displayed on the report. Valid values are <b>Male</b> and <b>Female</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Race And National Origin</b>	Click this field to indicate the RNO Code to be displayed on the report. Valid values are <b>Asian/Pacific Islander, Black, Hispanic, American Indian/Alaskan Native, White</b> , and <b>Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Length Of Service</b>	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Time Frame</b>	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are <b>Calendar Year</b> and <b>Fiscal Year</b> . The default for this field is <b>Calendar Year</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Sort By:</b>	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to <b>Organization</b> . After making your selection, click <b>[Done]</b> or <b>[Reset]</b> , as applicable.
<b>Report As Chart Or Graph</b>	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are <b>[Chart]</b> and <b>[Graph]</b> . The default for this field is <b>Chart</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.

## Promotions Minority Profile

The Promotions Minority Profile report (**Figure 82**) is displayed when you select **Promotions Minority Profile** on the Personnel Actions Reports menu (**Figure 71**). This report contains a count of promotions (NOAs **702** or **703**) in an organization based on sex and RNO. Data for this report is obtained from the Personnel History database and is updated biweekly.

Organizational Structure

Personnel Office Identifier

Nature of Actions (For Promotions)

Pay Plan

Occupational Series

Grade

Occupation (PATCO)

Supervisory Status

Location (State)

Employment Type (PFT)

Age

Disability Code

Gender

Race and National Origin

Education Level

Length of Service

Time Frame

Sort By: Organization

Report as Chart or Graph

Figure 82. Promotions Minority Profile report

After running the Promotions Minority Profile report (**Figure 82**), the Promotions Minority Profile report (with criteria) (**Figure 82**) is displayed.

U.S. Department Of Agriculture  
Promotions Minority Profile by Org

Calendar Year = 2002 and Promotion Nature of Action = 702 (Permanent) and Personnel Office Identifier = 5317 - USDA - OCFD -  
NFC (NEW ORLEANS, LA) (AG93) and Pay Plan = GS and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and Gender =  
Female or Male and Supervisory Status = Non-Supervisory and Grade = 12 or 11 or 09 or 07 or 05 and Location (State) = Louisiana  
and PATCO = Professional or Administrative or Technical and Employment Type = Permanent Full-Time and Age >= 25 Years Old  
and Length of Service >= 5 years  
by Org

Org	Total	Women	Minorities	Black		Hispanic		Asian Amer./ Pacific Is.		Amer. Ind./ Alaskan Nat.		White		Un-identified	
				Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
OFF OF the Chief Execut Officer	2	2											2		
	W	300											300		
Total	2	2											2		
	W	300											300		

Total U.S. DEPARTMENT OF AGRICULTURE Population: 2576 (which includes employees that have not designated a race and national origin)

Figure 83. Promotions Minority Profile report (with criteria)

## Field Instructions:

<b>Organizational Structure</b>	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further customize your selection. There are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Nature Of Actions (For Promotions)</b>	Click this field to indicate the NOA to be displayed on the report. The 3-digit NOA and the literal are both displayed in this field. Valid values are <b>702 (Permanent)</b> and <b>703 (Temporary)</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional</b> , <b>Administrative</b> , <b>Technical</b> , <b>Clerical</b> , <b>Other</b> , and <b>Blue collar</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor, Supervisor/Manager, Management, Supervisor (CSRA), Management (CSRA), Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (State)</b>	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Gender</b>	Click this field to indicate the gender to be displayed on the report. Valid values are <b>Male</b> and <b>Female</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Race And National Origin</b>	Click this field to indicate the RNO to be displayed on the report. Valid values are <b>Asian/Pacific Islander, Black, Hispanic, American Indian/Alaskan Native, White</b> , and <b>Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Length Of Service</b>	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Time Frame</b>	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are <b>Calendar Year</b> and <b>Fiscal Year</b> . The default for this field is <b>Calendar Year</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Sort By:</b>	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to <b>Organization</b> . After making your selection, click <b>[Done]</b> or <b>[Reset]</b> , as applicable.
<b>Report As Chart Or Graph</b>	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are <b>[Chart]</b> and <b>[Graph]</b> . The default for this field is <b>Chart</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.

## Separations

The Separations report (**Figure 84**) is displayed when you select **Separations** on the Personnel Actions Reports menu (**Figure 71**). This report displays a count of separations (NOAs **300 Series (3xx)** or **969**) for an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

```

Organizational Structure
Personnel Office Identifier
Nature of Actions (For Separations)
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Time Frame
Sort By: Organization
Report as Chart or Graph
  
```

**Figure 84. Separations report**

After running the Separations report (**Figure 84**), the Separations report (with criteria) (**Figure 85**) is displayed.

Separations								
U.S. Department Of Agriculture								
Calendar Year = 2003 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and RNO = Asian/ Pacific Islander or Black or Hispanic or American Indian/ Alaskan Native or White or Other and Gender = Female or Male and Supervisory Status = Non-Supervisory and Location (State) = Louisiana and PATCO = Professional or Administrative or Technical and Employment Type = Permanent Full-Time and Age >= 20 Years Old								
By Org								
Org	Total	% of Total Population	Full-Time	(%)	Part-Time	(%)	Other	(%)
Off Of The Chief Financ Offcr	1	0	1	100	.	.	.	.
<b>Total</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>100</b>	<b>.</b>	<b>0</b>	<b>.</b>	<b>0</b>
Total U.S. DEPARTMENT OF AGRICULTURE Separations: 4621								

**Figure 85. Separations report (with criteria)**



## Field Instructions:

<b>Organizational Structure</b>	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further customize your selection. There are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Nature Of Actions (For Separations)</b>	Click this field to indicate the NOA to be displayed on the report. The 3-digit NOA and the literal are both displayed in this field. Valid values are <b>300 Series</b> or <b>969</b> NOAs. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional</b> , <b>Administrative</b> , <b>Technical</b> , <b>Clerical</b> , <b>Other</b> , and <b>Blue collar</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor, Supervisor/Manager, Management, Supervisor (CSRA), Management (CSRA), Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (State)</b>	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Gender</b>	Click this field to indicate the gender to be displayed on the report. Valid values are <b>Male</b> and <b>Female</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Race And National Origin</b>	Click this field to indicate the RNO to be displayed on the report. Valid values are <b>Asian/Pacific Islander, Black, Hispanic, American Indian/Alaskan Native, White</b> , and <b>Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Length Of Service</b>	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Time Frame</b>	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are <b>Calendar Year</b> and <b>Fiscal Year</b> . The default for this field is <b>Calendar Year</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Sort By:</b>	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to <b>Organization</b> . After making your selection, click <b>[Done]</b> or <b>[Reset]</b> , as applicable.
<b>Report As Chart Or Graph</b>	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are <b>[Chart]</b> and <b>[Graph]</b> . The default for this field is <b>Chart</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.

## Separations Minority Profile

The Separations Minority Profile report (**Figure 86**) is displayed when you select **Separations Minority Profile** on the Personnel Actions Reports menu (**Figure 71**). This report displays a count of separations for an organization based on sex and RNO (NOAs **300 Series (3xx)** or **969**). Data for this report is obtained from the Personnel History database and is updated biweekly.

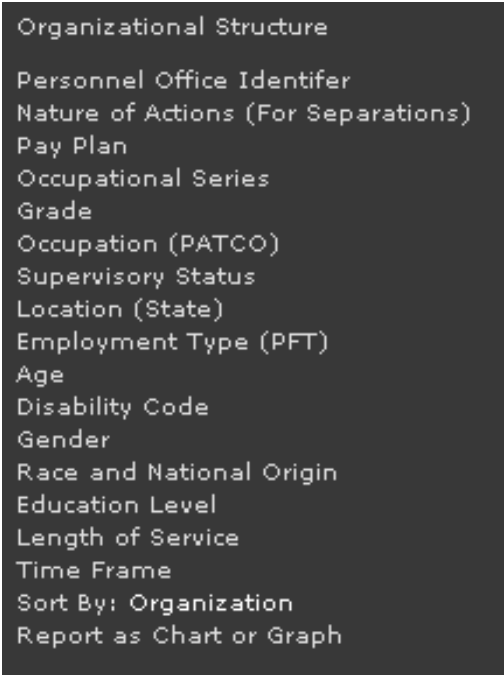


Figure 86. Separations Minority Profile report

After running the Separations Minority Profile report (**Figure 86**), the Separations Minority Profile report (with criteria) (**Figure 87**) is displayed.

U.S. Department Of Agriculture  
Separations Minority Profile By Org

Year = Calendar Year 2003 and Personnel Office Identifier = 5337 - USDA - OCFD - NPC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and OOO Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and RNO = Black and Gender = Female and Supervisory Status = Non-supervisory and Grade = 32 and Location (State) = Louisiana and PATCO = Professional or Administrative and Employment Type = Permanent Full-Time and Age >= 20 Years Old and Length of Service >= 5 years

By Org

Org	Total	Women	Minorities	Black		Hispanic		Asian Amer./Pacific Isl		Amer Ind./Alaskan Nat		White		Un-disclosed	
				Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Off of the Chief Financial Officer	3	3	3	-	3	-	-	-	-	-	-	-	-	-	-
%	100	100	100	-	100	-	-	-	-	-	-	-	-	-	-
Total	3	3	3	-	3	-	-	-	-	-	-	-	-	-	-
%	100	100	100	-	100	-	-	-	-	-	-	-	-	-	-

Total U.S. DEPARTMENT OF AGRICULTURE Population: 24723 (which includes employees that have not designated a Race and National Origin)

Figure 87. Separations Minority Profile report (with criteria)

## Field Instructions:

<b>Organizational Structure</b>	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further customize your selection. There are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Nature Of Actions (For Separations)</b>	Click this field to indicate the NOA to be displayed on the report. The 3-digit NOA and the literal are both displayed in this field. Valid values are <b>300 Series</b> or <b>969</b> NOAs. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional</b> , <b>Administrative</b> , <b>Technical</b> , <b>Clerical</b> , <b>Other</b> , and <b>Blue collar</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor, Supervisor/Manager, Management, Supervisor (CSRA), Management (CSRA), Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (State)</b>	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Gender</b>	Click this field to indicate the gender to be displayed on the report. Valid values are <b>Male</b> and <b>Female</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Race And National Origin</b>	Click this field to indicate the RNO Code to be displayed on the report. Valid values are <b>Asian/Pacific Islander, Black, Hispanic, American Indian/Alaskan Native, White</b> , and <b>Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Length Of Service</b>	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Time Frame</b>	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are <b>Calendar Year</b> and <b>Fiscal Year</b> . The default for this field is <b>Calendar Year</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Sort By:</b>	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to <b>Organization</b> . After making your selection, click <b>[Done]</b> or <b>[Reset]</b> , as applicable.
<b>Report As Chart Or Graph</b>	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are <b>[Chart]</b> and <b>[Graph]</b> . The default for this field is <b>Chart</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.

---

## Running Workforce Reports

The Workforce Reports menu (**Figure 88**) contains the following reports:

- [Age Profile](#)
- [Civilian Employment \(SF-113A\) Report](#)
- [Civilian Employment \(SF-113G\) Report](#)
- [Dental Plan Payment Report](#)
- [Dues Withheld](#)
- [Education Level Profile](#)
- [Employee Search \(By Name\)](#)
- [Employee Search \(By SSNO\)](#)
- [Employment By Disability Code](#)
- [Employment Changes](#)
- [Flex Fund](#)
- [Gender Profile](#)
- [Grade Distribution](#)
- [Grades Across Minority And Gender](#)
- [Grade Range](#)
- [Leave Balances](#)
- [Leave Liability](#)
- [Length Of Service Profile](#)
- [Life Insurance Listing](#)
- [Manpower Analysis](#)
- [Minority Profile](#)
- [Occupation \(PATCO\) Profile](#)
- [Organization Profile](#)
- [Pay Plan And Grade Distribution](#)
- [Reduction In Force \(RIF\) Report](#)
- [Retirement Eligibility](#)
- [Retirement Profile \(Inc. Early Out\)](#)
- [Roster Of Employees](#)
- [Salary Summary](#)
- [Statement Of Earnings And Leave](#)
- [Use-Or-Lose Leave Report](#)
- [W-2 Wage And Tax Statement](#)



Age Profile  
Civilian Employment (SF-113A) report  
Civilian Employment (SF-113G) report  
**Dental Plan Payment Report**  
**Dues Withheld**  
Education Level Profile  
**Employee Search (By Name)**  
**Employee Search (By SSNO)**  
Employment by Disability Code  
Employment Changes  
EPP Usage Statistics  
**Flex Fund**  
Gender Profile  
Grade Distribution  
Grades Across Minority and Gender  
Grade Range  
**Leave Balances**  
**Leave Liability**  
Length of Service Profile  
**Life Insurance Listing**  
**Manpower Analysis**  
Minority Profile  
Occupation (PATCO) Profile  
Organization Profile  
Pay Plan and Grade Distribution  
**Reduction in Force (RIF) Report**  
Retirement Eligibility  
Retirement Profile (Inc. Early Out)  
**Roster of Employees**  
Salary Summary  
Salary Summary  
**Statement of Earnings and Leave**  
**Use-Or-Lose Leave Report**  
**W2 Wage and Tax Statement**

Figure 88. Workforce Reports menu

## Age Profile

The Age Profile report (**Figure 89**) is displayed when you select **Age Profile** on the Workforce Reports menu (**Figure 88**). This report contains a count by age range of employees in an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

Organizational Structure

Personnel Office Identifier

Pay Plan

Occupational Series

Grade

Occupation (PATCO)

Location (State)

Employment Type (PFT)

Disability Code

Gender

Race and National Origin

Education Level

Supervisory Status

Length of Service

Include Percentages?

Time Frame

Sort By: Organization

Report as Chart or Graph

Figure 89. Age Profile report

After running the Age Profile report (**Figure 89**), the Age Profile report (with criteria) (**Figure 90**) is displayed.

Age Profile

U.S. Department of Agriculture

Calendar Year = 2000 and Personnel Office Identifier = 0317 - USDA - OCE - 95% (New Orleans, LA) (AgRO And Pay Plan = 55 And Gender = Female And Supervi  
OCE Set = 0340 - Management And Program Analysis And grade = 13 and Location (State) = Louisiana And Patco = Professional Or Administrative Or Technical  
Permanent Full-time And Length Of Service >= 5 Years

By Org

Org	Total	No. of Employees	Avg. Age	under 35	35-44	45-54	55-64	65-74	75-84	85-94
US OF Rec.Stud.Found Offic/CLAS	30	180	40	5 2.6	4 13.5	7 39.4	9 23.7	9 23.7	7 18.4	3
Total	30	180	44	5 2.6	4 13.5	7 39.4	9 23.7	9 23.7	7 18.4	3

TOTAL U.S. DEPARTMENT OF AGRICULTURE Population: 101175

Figure 90. Age Profile report (with criteria)

### Field Instructions:

**Organizational Structure** Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional</b> , <b>Administrative</b> , <b>Technical</b> , <b>Clerical</b> , <b>Other</b> , and <b>Blue collar</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (State)</b>	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Gender</b>	Click this field to indicate the gender to be displayed on the report. Valid values are <b>Male</b> and <b>Female</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Race And National Origin</b>	Click this field to indicate the RNO Code to be displayed on the report. Valid values are <b>Asian/Pacific Islander</b> , <b>Black</b> , <b>Hispanic</b> , <b>American Indian/Alaskan Native</b> , <b>White</b> , and <b>Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor</b> , <b>Supervisor/Manager</b> , <b>Management</b> , <b>Supervisor (CSRA)</b> , <b>Management (CSRA)</b> , <b>Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Length Of Service</b>	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Include Percentages?</b>	Click this field to indicate whether or not to include percentage columns for each data column on the report. The default for this field is <b>No</b> . Valid values are <b>Yes</b> and <b>No</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as appropriate.

## Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

## Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

## Report As Chart Or Graph

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **[Chart]** and **[Graph]**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

## Civilian Employment (SF113-A) Report

The Civilian Employment (SF113-A) report (**Figure 91**) is displayed when you select **Civilian Employment (SF113-A)** on the Workforce Reports menu (**Figure 88**). This report is divided into four sections. Section I, Current Status, displays the total paid employment by category and geographic area. Section II, Payroll, displays wage and lump sum data. Section III, Turnover, displays data regarding accessions and separations. Section IV, Data Excluding Special Employment Categories, displays data concerning paid employees who are subject to employment ceilings. Data for this report is obtained from the EMPR database and is updated biweekly.

Organizational Structure

Employment Month:

Employment Coverage:

**Figure 91. Civilian Employment (SF113-A) report**

After running the Civilian Employment (SF113-A) report (**Figure 91**), the Civilian Employment (SF113-A) report (with criteria) (**Figure 92**) is displayed.

EMPR127-1 MONTHLY REPORT OF FEDERAL CIVILIAN EMPLOYMENT (SF-113-A Format)						
REPR DATE 05/05/2002 DEPARTMENT DEPARTMENT OF AGRICULTURE						
AGENCY:						
EMPLOYMENT COVERAGE: STAY IN SCHOOL DEPT AG SA RE						
EMPLOYMENT AS OF JANUARY 2002 PAYROLL FROM 1/1/2002 TO 01/25/2002 TURNOVER FROM 10/25/2001 TO 01/25/2002						
LINE	EMPLOYMENT, PAYROLL, TURNOVER, AND CEILING DATA	TOTAL ALL AREAS	N. S. TERRITORIES	REVENUE EMPLOYERS	WAGE, D.E. METRO. AREA	WAGE, D.E. METRO. AREA
		(A)	(B)	(C)	(D)	(E)
SECTION I - CURRENT STATUS						
1	GRAND TOTAL EMPLOYMENT	80	1		4	40
2	SEMI-PERMANENT POSITIONS	20	1		1	20
3	FULL-TIME	22			2	20
4	FULL-TIME IN PERMANENT POSITIONS	9			1	8
5	FULL-TIME WITH PERMANENT APPOINTMENTS	7			1	6
6	SEMI-TIME	50	1		2	27
7	PART-TIME WITH PERMANENT APPOINTMENTS	2				2
8	INTERMITTENT	1				1
9	CONTRACTIVE SERVICE	5				5
10	WITH PERMANENT APPOINTMENTS	3				3
11	EXCEPTED SERVICE AND SES	40	1		4	40
12	WITH PERMANENT APPOINTMENTS	4			1	3
13	WAGE SYSTEMS					
14	U. S. CITIZENS	80	1		4	40
15	NON-CITIZENS					
16	SEMI-INTERMITTENT NOT WORKING	5				5
SECTION II - PAYROLL						

**Figure 92. Civilian Employment (SF113-A) report (with criteria)**

### Field Instructions:

**Organizational Structure** Click this field to indicate the organization to be displayed on the report. The default for this field is based on your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are two organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

**Employment Month** Click this field to indicate the month and year to be displayed on the report. The default for this field is **A11**. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

## Employment Coverage

Click this field to indicate the report name, department, and agency to be displayed on the report. You must complete the Organizational Structure and Employment Month fields before you can click in this field. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

## Civilian Employment (SF113-G) Report

The Civilian Employment (SF113-G) report (**Figure 93**) is displayed when you select **Civilian Employment (SF113-G)** on the Workforce Reports menu (**Figure 88**). This report displays the number of employees subject to the ceiling. Data for this report is obtained from the EMPR database and is updated biweekly.

Organizational Structure

Direct Hire (Yes/No): No

Report Period:

Employment Coverage:

**Figure 93. Civilian Employment (SF113-G) report**

After running the Civilian Employment (SF113-G) report (**Figure 93**), the Civilian Employment (SF113-G) report (with criteria) (**Figure 94**) is displayed.

EMPR123-1 MONTHLY REPORT OF FULL-TIME EQUIVALENT/WORK-YEAR CIVILIAN EMPLOYMENT (SF - 113G Format) -  
(DIRECT HIRE)

WEEK DATE: 04/15/2002 DEPARTMENT OR AGENCY: U.S. DEPARTMENT OF AGRICULTURE  
REPORT PERIOD: (OCTOBER 30 - JANUARY 26, 2002)  
AGENCY IN DEPARTMENT:

EMPLOYMENT COVERAGE: DEPARTMENT LEVEL SA AG

EMPLOYMENT/WORK CATEGORY	EMPLOYMENT AND HOURS	EQUIVALENT FOR CURRENT PERIOD	W O R K Y E A R S CONSULATIVE TO END OF CURRENT PERIOD	
			(2 PAY PERIODS)	(36 PAY PERIODS)
1A. EMPLOYMENT EXCLUDING SPECIAL EMP. CATEGORIES	522	524	24.92	102.15
B. STRAIGHT TIME HOURS	51,540	524	24.92	102.15
C. OVERTIME HOURS				
2A. FULL TIME - PERMANENT APPT.	140	140	95.77	40.44
B. STRAIGHT TIME HOURS	22,480	140	95.77	40.44
C. OVERTIME HOURS				
3A. OTHER EMPLOYMENT	182	184	34.15	65.69
B. STRAIGHT TIME HOURS	29,440	184	34.15	65.69
C. OVERTIME HOURS				
4A. PART TIME - PERMANENT APPT.	4	4	.73	1.08
B. STRAIGHT TIME HOURS	640	4	.73	1.08
C. OVERTIME HOURS				
5A. PART TIME - TEMPORARY & INDEFINITE APPT.				

**Figure 94. Civilian Employment (SF113-G) report (with criteria)**

### Field Instructions:

**Organizational Structure** Click this field to indicate the organization to be displayed on the report. The default for this field is based on your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are two organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

**Direct Hire (Yes/No)** Click this field to indicate whether or not this employee is a direct hire. Valid values are **Yes** and **No**. The default for this field is **No**. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

**Report Period** Click this field to indicate the timeframe to be displayed on the report. The default for this field is **All**. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.



## Employment Coverage

Click this field to indicate the report name, department, and agency to be displayed on the report. You must complete the Organizational Structure and Employment Month fields before you can click in this field. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Done]**, **[Cancel]**, or **[Reset]**, as applicable.

## Dental Plan Payment Report

The Dental Plan Payment report (**Figure** ) is displayed when you select **Dental Plan Payment Report** on the Workforce Reports menu (**Figure 88**). This report lists payments to a dental plan carrier for a pay period.

**Note:** This report contains detailed data.

```
Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Location (Duty State)
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
SCD Date (Leave)
Year and Pay Period
Sort Order: Duty Station (State)
```

**Figure 95. Dental Plan Payment report**

After running the Dental Plan Payment report (**Figure 95**), the Dental Plan Payment report (with criteria) (**Figure** ) is displayed.

Dental Plan Payment			
Sensitive Personnel Data -- Use is Restricted			
COMMODITY FUTURES TRADING COMMISSION			
Commodity Futures Trading Comm			
11/2/2004			
Carrier Code: 81/CFTC Dental Plans			
Duty Station State: 11			
SSNO	Name	Deferred Deductions	Non-Deferred Contributions
Subtotal:			
Total			

**Figure 96. Dental Plan Payment Report (with criteria)**

## Field Instructions:

<b>Organizational Structure</b>	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further course are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (Duty State)</b>	Click this field to indicate the duty state of the organization. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Separation Accession Type</b>	Click this field to indicate the separation accession status to be included on the report. Valid values are <b>Not Separated</b> , <b>Regular</b> , <b>Deceased</b> , and <b>Accession This Pay Period</b> . The default for this field is <b>Not Separated Or Accession This Pay Period</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Type Of Appointment</b>	Click this field to indicate the appointment type to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type</b>	Click this field to indicate the employment type to be displayed on the report. Valid values are <b>Full-time</b> , <b>Part-time</b> , <b>Intermittent</b> , <b>Fee Basis Of Piecework</b> , and <b>First 40 Hours</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Special Employee Code</b>	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Retirement System</b>	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>SCD Date (Leave)</b>	<p>Click the down arrows to indicate the range, month, day, and year for service computation date (SCD) for leave for the employees to be displayed on the report.</p> <p>The first down arrow sets the parameters of the report. Valid values are <b>Equals</b>, <b>Not Equal To</b>, <b>Less Than Or Equal To</b>, <b>Less Than</b>, <b>Greater Than Or Equal To</b>, and <b>Greater Than</b>.</p> <p>The second down arrow is used to indicate the month. Valid values are <b>01</b> through <b>12</b>.</p> <p>The third down arrow is used to indicate the day. Valid values are <b>01</b> through <b>31</b>.</p> <p>The fourth down arrow is used to indicate the year.</p> <p>Valid values are <b>1945</b> through <b>2004</b>. Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.</p>
<b>Year and Pay Period</b>	Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Sort Order</b>	Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click <b>[Done]</b> , <b>[Reset]</b> , or <b>[Cancel]</b> as applicable.



## Dues Withheld

The Dues Withheld report (**Figure 97**) is displayed when you select **Dues Withheld** on the Workforce Reports menu (**Figure 88**). This report displays a list of employees who pay union dues and how much is being paid each pay period. Data for this report is obtained from NFC's T&A database and is updated biweekly.

**Note:** This report contains detailed data.

Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Location (Duty State)
Location (Duty City)
Location (Duty County)
Union/Association
Local/Lodge
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
SCD Date (Leave)
Sort Order:
Year and Pay Period

**Figure 97. Dues Withheld report**

After running the Dues Withheld report (**Figure 97**), the Dues Withheld report (with criteria) (**Figure 98**) is displayed.

Report of Organ. or Assoc. Dues Withheld											
Sensitive Personnel Data -- Use is Restricted											
Year and Pay Period = 2004 - 12 and Pay Period covered by TA = 2004 - 12 and Separation Accession Type = Not Separated or Accession this Pay Period											
U. S. DEPARTMENT OF AGRICULTURE											
OFF OF THE CHIEF FINANCIAL OFFICER											
National Finance Center											
Government Employees Services Division											
Payroll Control Branch											
(869678400000)											
Org / Assoc	Lodge / Local	SSNO	NAME	Agency	Pay Plan	Total Deduction Amount	National Deduction Amount	Local Deduction Amount	Reason for No Deduction	Status of Authorization	
52	2043			90	99	\$15.00	\$10.00	\$5.00			
52	2043			90	99	\$15.00	\$10.00	\$5.00			
52	2043			90	99	\$15.00	\$10.00	\$5.00			
52	2043			90	99	\$15.00	\$10.00	\$5.00			
52	2043			90	99	\$15.00	\$10.00	\$5.00			
Total						\$75.00	\$50.00	\$25.00			

**Figure 98. Dues Withheld report (with criteria)**

**Field Instructions:**

<b>Organizational Structure</b>	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further customize your selection. There are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (Duty State)</b>	Click this field to indicate the duty state of the organization. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (Duty City)</b>	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Location (Duty County)</b>	Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, <b>There were no counties designated for the selected state</b> , will appear. If this message appears, click <b>[Cancel]</b> to return to the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. If a selection is made, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Union/Association</b>	Click this field to indicate the code for the union/association to be displayed on the report. This is a two-position code. Valid values are <b>01</b> through <b>99</b> . Multiple or block selections are allowed. If a selection is made, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Local/Lodge</b>	Click this field to indicate the code for the local/lodge to be displayed on the report. Both the four-position code and the literal are displayed on the report. Multiple or block selections are allowed. If a selection is made, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Separation Accession Type</b>	Click this field to indicate the separation accession status to be included on the report. Valid values are <b>Not Separated</b> , <b>Regular</b> , <b>Deceased</b> , and <b>Accession This Pay Period</b> . The default for this field is <b>Not Separated Or Accession This Pay Period</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Type Of Appointment</b>	Click this field to indicate the appointment type to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type</b>	Click this field to indicate the employment type to be displayed on the report. Valid values are <b>Full-time</b> , <b>Part-time</b> , <b>Intermittent</b> , <b>Fee Basis Of Piecework</b> , and <b>First 40 Hours</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Special Employee Code</b>	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Retirement System</b>	Click this field to indicate the retirement system to be displayed on the report. Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.



### SCD Date (Leave)

Click the down arrows to indicate the range, month, day, and year for service computation date (SCD) for leave for the employees to be displayed on the report.

The first down arrow sets the parameters of the report. Valid values are **Equals**, **Not Equal To**, **Less Than Or Equal To**, **Less Than**, **Greater Than Or Equal To**, and **Greater Than**.

The second down arrow is used to indicate the month. Valid values are **01** through **12**.

The third down arrow is used to indicate the day. Valid values are **01** through **31**.

The fourth down arrow is used to indicate the year. Valid values are **1945** through **2004**.

Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]** as applicable.

### Sort Order

Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click **[Done]**, **[Reset]**, or **[Cancel]** as applicable.

### Year And Pay Period

Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

## Education Level Profile

The Education Level Profile report (**Figure 99**) is displayed when you select **Education Level Profile** on the Workforce Reports menu (**Figure 88**). This report displays a count, by educational level, of the employees in an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

**Note:** If an employee has no education level listed in the Personnel History database, they will not be included on the report.

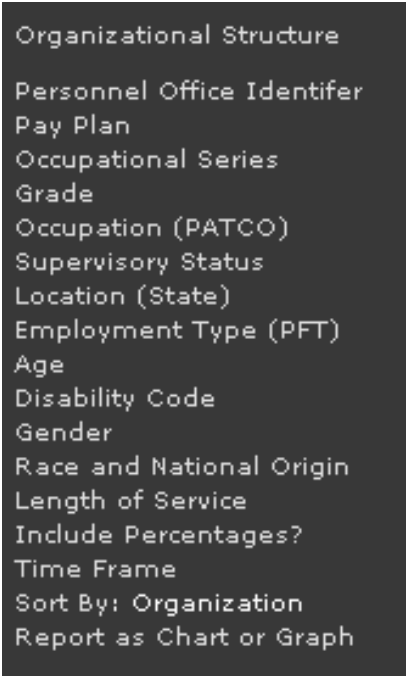


Figure 99. Education Level Profile report

After running the Education Level Profile report (**Figure 99**), the Education Level Profile report (with criteria) (**Figure 100**) is displayed.

Education Level Profile															
U.S. Department Of Agriculture															
- NYC (NEW ORLEANS, LA) (AQ80) and Pay Plan = GS and RVO = White and Gender = Female and Supervisory Status = Non-Supervisory and															
Data and PATCO = Professional or Administrative or Technical and Employment Type = Permanent Full-Time and Age >= 20 Years Old and															
By Org															
(%)	Overall	(%)	College	(%)	College	(%)	College	(%)	Assoc.	(%)	College	(%)	College	(%)	Post-
Group			1		2		3		Degree		4		5		Grad-
5.6	-	-	3	16.7	1	5.6	-	-	2	11.1	-	-	-	4	22.2
5.6	-	-	3	16.7	1	5.6	-	-	2	11.1	-	-	-	4	22.2

Figure 100. Education Level Profile report (with criteria)

## Field Instructions:

<b>Organizational Structure</b>	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further customize your selection. There are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional</b> , <b>Administrative</b> , <b>Technical</b> , <b>Clerical</b> , <b>Other</b> , and <b>Blue collar</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (State)</b>	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Gender</b>	Click this field to indicate the gender to be displayed on the report. Valid values are <b>Male</b> and <b>Female</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Race And National Origin</b>	Click this field to indicate the RNO Code to be displayed on the report. Valid values are <b>Asian/Pacific Islander</b> , <b>Black</b> , <b>Hispanic</b> , <b>American Indian/Alaskan Native</b> , <b>White</b> , and <b>Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Length Of Service</b>	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Include Percentages?</b>	Click this field to indicate whether or not to include percentage columns for each data column on the report. The default for this field is <b>No</b> . Valid values are <b>Yes</b> and <b>No</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as appropriate.

## Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

## Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

## Report As Chart Or Graph

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **[Chart]** and **[Graph]**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

## Employee Search (By Name)

The Employee Search (By Name) report (**Figure 101**) is displayed when you select **Search By Employee Search (By Name)** on the Workforce Reports menu (**Figure 88**). This report displays a list of employees matching your search criteria. Each employee on the list is displayed with ssn, full name, organizational structure, POI, pay plan, occupational series, grade, and step. Data for this report is obtained from the most recent information on the Payroll/Personnel database.

**Note:** This report contains detailed data.

## Search By Employee's Last Name

Enter Last Name:

**Figure 101. Employee Search (By Name) report**

After running the Employee Search (By Name) report (**Figure 101**), the Employee Search (By Name) report (with criteria) (**Figure 102**) is displayed. You can select a name from the list to display various reports. Once you select a name from the list displayed, the default report is the Salary Data report (**Figure 128**). You can select various reports from the drop down menu.

[illegible]

**Figure 102. Employee Search (By Name) report (with criteria)**

**Address/Check Information**

Allowances/ Cola/ Post Diff  
Annual/ Sick Leave  
Awards  
Building Locator Inquiry  
Charitable Contribution  
City Tax  
Compensatory Leave  
County Tax  
Dates and Misc Sal/Pers Data  
Demonstration Project Data

**Detail Assign/ Temporary Promotion**

Education and Certification  
Federal Tax  
Financial Allotment  
Health Benefits  
Intermittent  
Life Insurance  
Non Pay Leave  
Other Leave  
Personnel Supplements  
Processing Indicators

**Retained Grade Data**

Retirement Data  
Salary  
Salary YTD Data  
Separated Leave  
Separation Information  
SF-50B Data Elements  
SSNO Change Data  
State Tax  
Thrift Savings Data

**Figure 103. Search By Employee's Last Name report options**

Address/Check Information	
<b>* Residence Address *</b>	<b>* Check Bank Address *</b>
	Account Type:
	Route Number:
	Account EFT:
City:	
County:	
State/Country:	
<b>* Check Mail Address *</b>	<b>* Disbursing *</b>
	Disbursing office CD:
	Distribution CD:
	Designated Agent:
City Cd:	TA Contact Point:
State Cd:	
Effective: PP	YR

Figure 104. Address/Check Information

Allowances/COLA/Post Differential	
	<b>Allowance Record 0</b>
<b>* COLA/Post Diff Codes *</b>	
	Type:
	Taxable:
COLA Post Diff Code:	Code:
Allowance COLA Code:	Total:
Foreign Post Pay Diff Code:	Rate:
	Balance:
	No Allowance Records Present

Figure 105. Allowances/COLA/Post Differential



Annual / Sick Leave	
* Annual Leave *	* Sick Leave *
Carryover Balance: Accruals YTD: Leave Used YTD: Current Balance: Accrual Reduction: Part-time Carryover Hours: Leave Forfeited: Accrued SES: Annual Leave Error: Carryover Prior Year: Annual Leave Category: Leave Earning Status PP: 45 Day Carryover Code: 45 Day Carryover Hours: Interim Lump Sum Code: Date Changed - Julian: Cal: Leave Changed ID:	Carryover Balance: Accruals YTD: Leave Used YTD: Current Balance: Accrual Reduction: Part-time Carryover Hours: Sick Leave Error: Frozen Sick Leave Balance:  * Annual Leave Restored * 1st Restored Year: 1st Restored Hours: 2nd Restored Year: 2nd Restored Hours: 3rd Restored Year: 3rd Restored Hours: Leave Restored Forfeited:
* Donor Leave *	* US Attorney Leave *
Approved Leave Donor Code: Approved Leave Recipient:	Frozen Annual Balance: Frozen Sick Balance: Frozen Leave Rate: Date Leave Frozen:

Figure 106. Annual/Sick Leave

Awards		
Current Awards Case Number		
Cash Award Amt:	EFF PP:	YR:
PHRS/PPP Bonus Amt:	EFF PP:	YR:
Awards Number 1		
Awards Case Number:	Amount of Award:	
Effective Date:	Processing PP Begins:	
Period Covered - From:	Tangible Benefits:	
To:	Intangible Benefits:	
Number of persons Receiving Award:	Award Type Code:	
Award Scope:	Award Code:	
Award Name:		
First year Savings:	Amount Paid By Non Govt Source:	
Accounting Distribution:		
FT Appn Sub Lev		
Agency Charged	Acct Station Charged	
Award Agency Use	SF-50R	

Figure 107. Awards

Building Locator Inquiry

Org Structure Code:

Work Building Code:

Mail Room Location:

Physical Room Location:

Work Phone Number:

Building name and Address:

Figure 108. Building Locator Inquiry

Charitable Contributions

\* Contribution 1 \*

Type Code:

City Code:

State Code:

Amount PP:

Balance Remaining:

\* Contribution 2 \*

Type Code:

City Code:

State Code:

Amount PP:

Balance Remaining:

Figure 109. Charitable Contributions

City Tax

Tax Record:

State Code/Name:

City Code/Name:

Tax Status:

Tax Indication:

Number of Exemptions:

Tax Percent:

Extra Deductions:

Year to Date Tax Deductions:

Figure 110. City Tax

Compensatory Leave

Error Code:

Forfeited:

Earned Year to Date:

Used Year to Date:

Total Current Balance:

Prior Year Balance:

Prior Year Balance 2:

Leave Used Religious Observance Year to Date:

Balance Religious Observance:

Changed Date (Julian):

Changed Date (Calendar):

Changed ID:

Figure 111. Compensatory Leave

County Tax

Tax Record:

State Code/Name:

City Code/Name:

Tax Status:

Tax Indication:

Number of Exemptions:

Tax Percent:

Extra Deductions:

Year to Date Tax Deductions:

Figure 112. County Tax

Dates and Misc Salary/Personnel Data				SSN(s):
Entered Present Grade:				
SED WGI:				
Last Recorded WGI:				
Date SED Retire:				
Last ADJ SED Retire:				
Date SED RIF:				
Last ADJ SED RIF:				
Date SED Leave:				
Date SED Retire:				
Date Retention Allow:				
Service Agree Expires:				
Date Longevity:				
Longevity Percent:				
TDY Post Differential:				
CDPR Status:				
Appointment Date:				
Date Agency EOI:				
Date Entered PDI:				
Date SES Report:				
Entered Tenure Dates:				
Supr Hgr Probation Period				
End:				
Supr Hgr Probation Begin:				
Probation Period Start:				
Probation Last Recorded:				
Non Pay NTE:				
Promotion NTE:				
Appointment NTE:				
Appointment Unit Code:				
Exp Appointment Unit				
Report:				
Exp Appointment Unit RIF:				
Service Year Start Date:				
Appointment:	Hours	Days	Dollars	
Total:				
Type of Appointment Code:				
Work Schedule:				
Tour of Duty Hours:				
Alternate Work Schedule:				
Seasonal Status Quo:				
Special Employee Code:				
Current Employment Status:				
Special Employment				
Program:				
Bargaining Unit Status:				
Position Supervisory Code:				
Uniform Service Status:				
Employee Type:				
Professional Category:				
Quarter Deduction Code:				Rate:
Position Sensitivity:				
Change in Tenure:				
Conversion Career Tenure:				
Career Path Tenure Start:				
Career Path Last Recorded:				
ADJ/AP Change:				
ADJ/AP Projected Annual				
AVG:				
ADJ/AP Last Change:				
ADJ/AP Standby %:				
ADJ/AP Standby Hours:				
Assistant Share Account:				
Assistant Indicator:				
Salary Share Code:				Holiday:
Salary Rate Overtime:				
Primary Fund Code:				
CDOP Employee Control Code:				
CDOP Share Account:				
CDOP Rate Overtime:				Holiday:

Figure 113. Dates And Misc Salary/Personnel Data

Demonstration Project Data	
Case File Number:	
Project Indicator:	
Pay Plan / Grade / Step:	
MR/IP Number:	
Occ Series Code:	
Position Official Title:	
Adjusted Salary:	
Duty Station Code:	
Personnel Office ID:	
Org Structure Code:	
Nat-Act 1st 3 Pos:	
Nat-Act 2nd 3 Pos:	
Pers Action Effective:	
Present Grade Date:	
Date Probation Period Start:	
Date Change in Tenure:	
Tenure Group:	
Service Agreement Expire Date:	

Figure 114. Demonstration Project Data

Detail Assign/ Temporary Promotion	
No Detail/Temporary Record Present	
Department:	Department:
Agency:	Agency:
Employing Office:	Employing Office:
MR / IP Number:	MR / IP Number:
Pay Plan - Grade:	Grade:
Not to Exceed Date:	Detailed Assignment Expires:

Figure 115. Detail Assign/Temporary Promotion

Education and Certificate					
Education Level	Instructional Program	Degree Rcvd Yr	School Code	State Code	School Name
Certificate Number	Certificate Name	Certificate Year	Certificate State		

Figure 116. Education And Certificate

Federal Tax	
Number of Exemptions:	M00
Extra Deductions:	135
Processed Pay Period:	4
Processed Year:	1987
Earned Income Credit	
Code:	0
Year to Date Amount:	\$0.00
W-4 Controlled by IRS	No

Figure 117. Federal Tax

Financial Allotment	
* Allotment 1 *	
Transaction Code:	
Amount:	
Disbursing Office:	
Type of Bank Account:	
Bank Acct Number:	
Bank Route Number:	
* Allotment 2 *	
Transaction Code:	
Amount:	
Disbursing Office:	
Type of Bank Account:	
Bank Acct Number:	
Bank Route Number:	

Figure 118. Financial Allotment

Health Benefits	
Part Time FEHB Coverage:	
Temporary FEHB SCD Date:	
FEHB Coverage Code:	
Federal Record Number 1	
Plan Name:	
Enrollment Code:	
Coverage Code:	
Change Code:	
Adjust Flag:	
Deduction Ind:	
Benefit Type:	
Action Code:	
Action Source:	
Control Number:	
Date Effective:	
Deduction Amount:	
Contribution Amount:	
Tax Deferred Code:	
Ded YTD Non Deferred:	
Ded YTD Deferred:	
Enrollment Future Use:	

Figure 119. Health Benefits

Intermittent

Worked Since Last WGI:  
Elapsed Since Last WGI:

Worked SCD:  
Elapsed SCD:

Toward Career Tenure:  
Elapsed Toward Career Tenure:

During probation Period:  
Elapsed During probation:

Worked While on Roles:

Worked This Appointment:

Need Toward Conv Career:

Worked Leave Ret RIF:

Figure 120. Intermittent

Life Insurance

SSN0:

Federal Record Number 1

Plan Code:  
Coverage Code:  
Date Effective:  
Basic Coverage Amount:  
Biweekly Deduct Non Table:  
Option A Factor:  
Option B Factor:  
Option C Factor:

Benefit Type:  
Age Bracket Code:  
Basic Cost Alternate:  
Action Code:  
Coverage Amount Furnished:  
Basic Rate Determinant:  
Plan Type:  
Adjust Flag:

Plan Name:  
Coverage Description:  
Payee Name:

Figure 121. Life Insurance

Non Pay Leave	
<p><b>* Non Pay Counters *</b></p> <p>Excess 30 Days Counter:</p> <p>Consecutive Day Counter:</p> <p>Toward Leave Credits:</p> <p>FEHB Termination:</p> <p>FEHB Flag:</p> <p>Begin Date:</p> <p>Pay Status After AWOP:</p> <p>Previous Cal Year Split:</p> <p><b>* Other Non Pay *</b></p> <p>Cal Year Split Type Leave:</p> <p>Injury Leave OFEC:</p> <p>Susp/AWOL/LWOP Cal YR Split:</p> <p>LWOP Excess 1040:</p>	<p><b>* Absence Without Leave (AWOL) *</b></p> <p>Leave Retirement RIF:</p> <p>Since Last WGI:</p> <p>During Probation:</p> <p>During Supv Probation:</p> <p><b>* Leave Without Pay *</b></p> <p>Leave Retirement RIF:</p> <p>Since Last WGI:</p> <p>During Probation:</p> <p>During Supv Probation:</p> <p><b>* Suspension *</b></p> <p>Leave Retirement RIF:</p> <p>Since Last WGI:</p> <p>During Probation:</p> <p>During Supv Probation:</p>

Figure 122. Non Pay Leave

Other Leave	
<p><b>* Military Leave *</b></p> <p>Regular Hours YTD:</p> <p>Regular Days YTD:</p> <p>Emergency Hours YTD:</p> <p>Emergency PP Hours:</p> <p>Leave Carryover:</p> <p>Leave Days Prior Year:</p> <p>Credit Hours Current Bal:</p> <p>Administrative Leave Used YTD:</p>	<p><b>* Home Leave *</b></p> <p>Carryover Balance:</p> <p>Current Balance:</p> <p>Leave Used YTD:</p> <p>Leave Accruals YTD:</p> <p><b>* Shore Leave *</b></p> <p>Carryover Balance:</p> <p>Current Balance:</p> <p>Leave Used YTD:</p> <p>Leave Accruals YTD:</p>

Figure 123. Other Leave



Personnel Supplements				SSND:			
Education Levels				Separation Accession Types			
Instructional Programs				Citizenship Codes			
Degree Certification				Law Codes			
Receivability				Veterans Status			
Perf Evaluation Eligibility	PP	YR		NFE Due Codes	PP	YR	
Code				WGI Notification Given Codes	PD		
Perf Evaluation Periods				Data WGI Projected Effectives			
Perf Evaluation Anniversary	PP	YR		Separation Plan Codes			
Perf Penalty Status				Supervisory Hgt Pnls Exp			
Data Penalty Begins				Staff			
Accessions	PP	YR		Law Bar Membership Codes			
Accession Method				Bar Membership State Codes			
Accession Dates				Program Long Codes	1	2	3 4 5
Accession NDA Codes				Comp Eq Abil Codes	1	2	3 4
Accession Auth				Retention Rights Inds			
Appointment NDA Codes				ADP (Days PP Counters)			
Appt Authority				Working Title Codes			
NDA Previous 5 Positions				Working Titles			
PATDs				Recruitment Status	Act		
From To Codes				Retention Status	Act		
Last Action PP Number				Retention Allowances	Act		
Agency Size				Supervisory Diff Rates	Act		
Gain Loss Dept				Staffing Diff Rates	Act		
Conflict of Interest				Foreign Language Allowances	Act		
Subord/Sup				Cash Award Amounts			
NDA Prev 3 Positions				Cash Award Effectives	PP	YR	
NDA Correction Dates				Net Pay Computed Salaries			
Pay Protection Flags				Net Pay Increase Amounts			
NFE Employee Status				FERS/PP Bonus Amt			
NFE ASD Dates				FERS/PP Bonus Effectives	PP	YR	
NFE ASD Salaries				Funding Unit			
Agency Info 1				Agency Size 1			
Agency Info 2				Agency Size 2			
Agency Info 3							

Figure 124. Personnel Supplements

Processing Indicators				SSND:			
Accession Break In Service Indicator:				Employee Ceiling Ind:			
Split TA Required Ind:				FERS Coverage Ind:			
Thrift Savings Plan Change Ind:				Position Status Budget:			
Union Dues Change Ind:				CPDF Coverage Code:			
Health Benefit Change Ind:				Fatal/Non Fatal Error Ind:			
Performance Eval Change Ind:				Replacement Followup Ind:			
Cash Award Ind:				Name Correction Ind:			
Flexfactor Participant Code:				FEGLI Ind:			
Inactive No Pay Due Ind:				TSP Transfer Ind:			
Employee Transfer Ind:				EMP EXP Participation Ind:			
Multi-Element Change Ind :				SPPS Ind:			
NFC Data Base Modification Ind:							
Msg Override:							
Salary Use:							

Figure 125. Processing Indicators

Retained Grade Data				SSN01
Rate Expires Notification: Retain Rate Expires:				
* Occupied Position *		* Former Position *		
Pay Plan:	Grade:	Pay Plan:	Grade:	
Occupational Series:	Occupational Series:	Occupational Series:	Occupational Series:	
Occupational Series Function Code:	Occupational Series Function Code:	Occupational Series Function Code:	Occupational Series Function Code:	
* Wage Marine Retained Data *				
Ret W/M Mar:	Pay Plan:	Grade:		
Ret W/M Mar:	Occupational Series:	Occupational Series:		
No Retained Grade Data Available				

Figure 126. Retained Grade Data

Retirement Data				SSN01
Cumulative Retirement Ded:		Date EOD Foreign Service:		
Deduction Prior to Conversion:		Frozen Foreign Service Time:	MO	YR
Total Retirement Ded:		Frozen CSRS Service:		
Creditable Military Service:		Frozen Sick Leave balance:		
Date Retired from Military:		CSRS Coverage At Appt:		
Retirement Coverage Code:		FERS Coverage Indicator:		
* Federal Record Number 1 *				
Participation Eligibility Code:		Action Code:		
Plan Code:		Ded Limit to DASDI:		
Eff Date of Action:		Non Deferred Ded YTD:		
Benefit Type:		Deferred Deduction YTD:		
Non Deferred Deduction:		Date Deduction Began:		
Deferred Deduction:		Earnings YTD:		
Deduction Type:		AGCY Contributions YTD:		
Deduction After DASDI Limit:				

Figure 127. Retirement Data

Salary Data		SSNO:
Department:		
Agency:		
Org Lw 2:		
Org Lw 3:		Adjusted Salary:
Org Lw 4:		Scheduled Salary:
Org Lw 5:		Geographic Adj Rate:
Org Lw 6:		Salary Rate:
Org Lw 7:		Locality Table Code:
Org Lw 8:		Geographic Adj %:
Org Lw 9:		Pay rate Det Code:
Org Lw 10:		Pay table Code:
Employing Office:		Lea Indication:
Position Title:		FLSA Indication:
Pay Plan - Grade/Steps:		FEGLI Coverage:
NRT / IP Numbers:		
Doc Series / Purch Code:		Retirement Coverage:
Duty Station:		Earnings Limitation:
Duty City:		PMSA Code:
Duty County:		EMSA Code:
Acct Station:		Document Description:
Acct Station Location:		Document Effective:
Paid Station:		Document Batch:
Separation Accession Type:		Pers Action Effective:
Frequency Paid:		Pers Auth Date:
		NDA 1ST:
		NDA 2ND:

Figure 128. Salary Data

Salary YTD Data		SSNO:
Gross Pay YTD:		PP last Time Paid:
Base Pay YTD:		Schedule Number Last Paid:
TSP Base Pay YTD:		Last Paid Begin:
HITS Wages YTD:		COPR Premium Pay FY YTD:
HITS Deductions YTD:		COPR Premium Pay FY YTD PRI:
OASDI Wages YTD:		COPR OT Ret Curr FY YTD:
OASDI Deductions YTD:		COPR OT Ret Prev FY YTD:
Earning Limit YTD:		COPR Premium Pay Pay Period:
Overpay Carry YTD:		COPR OT Ret Pay Period:
		COPR OT Hours Last 26 PP:
		COPR Comm Hours Last 26 PP:
Acct Distribution FY:	Appn CD:	Flag:
Sub Level:		

Figure 129. Salary YTD Data

Separated Leave	
<b>* Annual Leave *</b> Lump Sum Leave Paid: Carryover Balance: Accrual Year to Date: Leave Used Year to Date: Accrual Reduction:	<b>* Leave Without Pay *</b> Leave Retirement RIF: Gross WGI: During Probation: During Managerial Probation:
<b>* Date Lump Sum Earned *</b> Referred Leave: Over Calling Leave: Within Calling Leave: Date Leave Paid:	<b>* Sick Leave *</b> Expires For Retirement Date: Carryover Balance: Accrual Year to Date: Leave Used Year to Date: Accrual Reduction: Times Sick Leave Called: Projected Use Date:
<b>* Absent Without Leave *</b> Leave Retirement RIF: Gross WGI: During Probation: During Managerial Probation:	<b>* Suspension Leave *</b> Leave Retirement RIF: Gross WGI: During Probation: During Managerial Probation:
<b>* Absent Without Pay *</b> Excess 30 Day (quarter) Excessive Day (quarter)	<b>* Military Leave *</b> Regular Hours Year to Date: Regular Days Year to Date: Emergency Hours Year to Date:

Figure 130. Separated Leave

Separation Information	
Prepare Leave Record: Final TA Received: Prepare Retirement Record: Record Status Code: Pay Period Processed: Year Processed: Lump Sum Ending Date Hours: Last Day Pay Status for Retirement:	Pay Raise Rate Lump Sum: Scheduled WGI: Supervisor Manager Probation Begins: Probation Period Starts: Personnel Action Effective: Nature of Action 2nd/Auth:
<b>* Intermittent *</b>	
Interim Lump Sum Code: Days Worked Since Last WGI: Days Worked this Appointment: Paid Status Days to Career: Days Worked Calendar Year: Days Worked During Prob:	Elapsed Calendar Days Since WGI: Elapsed Calendar Days to Career: Days Worked on Roll: Elapsed Calendar Days During Prob: Elapsed Calendar Days Sodi:

Figure 131. Separation Information

SF-50B Data Elements		SSNO:
Date of Birth		Pres. Action Eff.
Nat Act 1st 3 Pmt		Nat Act 2nd 3 Pmt
Nat Act Auth 1st		Nat Act Auth 2nd
Appoint NTE		Remission NTE
Position Title		Non-Pay NTE
Working Title		MR/TF
Pay Plan (Gen Ser-Grade/Steps)		Agency Size
Salary Rate Codes		Recruitment Indicator
Total Salary		STD Leaves
Scheduled Salary		Reassigning Staff Status
Geographic Adj Rates		Pres. Action Codes
Adj Salary		Type of Appointment
Other Pay		Date STD Begins
Org Structure Code	Org Name:	Date STD Eff
		Date NT Begins
		Date STD TSP
		Date STD NPLI
		Date Career Tenure Starts
		Date Entered Present Grade
		Date Probation Period Starts
Veterans Pref Codes		Date Super/High Grade Period
Veterans Pref Eff		Earn/Loss Dept
Tenure Group		Annual Leave Cat.
Pay Rate (Rate Code)		45 Day Code
FESLE Code		Leave Earn Status During PFI
Retirement Code		Qtrs Dual Code
Work Schedule		Qtrs Dual Rate
Year of Duty Hours		COLA/Post Off Code
Position Occupied		TSP Eligibility Code
FLESA		Uniform Service Status
Duty Station Code		Date Retired Military
Duty Station		
Remarks Codes		

Figure 132. SF-50B Data Elements

SSNO Change Data

SSNO Changed To:

SSNO Changed From:

Org Structure Code Agency:

Org Structure Department Code:

Processed Pay Period Begins:

Figure 133. SSNO Change Data

State Tax

Processed Pay Period:

Processed Year:

Withholding State Code/Name:

Number of Exemptions:

Extra Exemptions:

Personal Exemptions:

Status Duty State:

Private Tax Code:

Extra Deductions:

Figure 134. State Tax

Thrift Savings Data

SSNO:

Date TSP Eligibility:

TSP Eligibility Code:

Uncapped Salary for TSP:

TSP SCD:

Build TSP Data Record:

Change Status Code:

Eff Date of Status Change:

Percent of Deductions:

Dollar Amount of Deductions:

\* Federal Thrift Savings Record 1 \*

Plan Code:

Coverage Code:

Eff Date of Action:

Ded Limit to GASDI:

Benefit Type:

Deduction Type:

Action Code:

Deductions Began:

Non Deferred Ded Factor:

Deferred Ded Factor:

Ded After GASDI Limit:

Non Deferred Ded YTD:

Deferred Deduction YTD:

TSP Base Pay YTD:

AGCY 1 Pct and/or Match YTD:

Figure 135. Thrift Savings Data

Field Instructions:

Enter Last Name

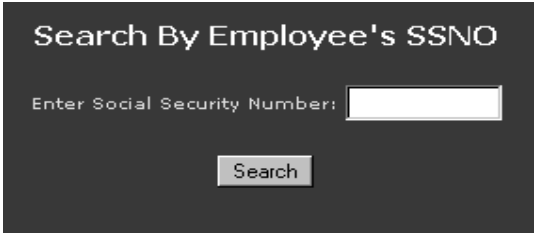
Type the full or partial last name to be displayed on the report.



## Employee Search (By SSNO)

The Employee Search (By SSNO) report (**Figure 136**) is displayed when you select **Search By Employee's SSNO** on the Workforce Reports menu (**Figure 88**). This report displays the employee matching your search criteria. Each employee is displayed with ssn, full name, organizational structure, POI, pay plan, occupational series, grade, and step. Data for this report is obtained from the most recent information on the Payroll/Personnel database.

**Note:** This report contains detailed data.



**Figure 136. Employee Search (By SSNO) report**

After running the Employee Search (By SSNO) report (**Figure 136**), the Employee Search (By SSNO) report (for the applicable employee) (**Figure 137**) is displayed. You can select the displayed employee to display various reports. These are the same reports available when running the Employee Search (By Name) report (**Figure 101**). See [Employee Search \(By Name\)](#) to view these reports.

SSNO	Name	Org	POI	PP-Ser-Gr/St

**Figure 137. Employee Search (By SSNO) report (for the applicable employee)**

**Field Instructions:**

**Enter Social Security  
Number**

Type the ssn of the employee(s) to be displayed on the report.





## Employment By Disability Code

The Employment By Disability Code report (**Figure 138**) is displayed when you select **Employment By Disability Code** on the Workforce Reports menu (**Figure 88**). This report displays a list of employees by disability code within an organization. Data for this report is obtained from the Personnel History database and is updated biweekly. The grade indicator on the Personnel History database is used to determine an employee's grade.

Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Supervisory Status
Education Level
Length of Service
Time Frame
Sort By: Disability Code

**Figure 138. Employment By Disability Code report**

After running the Employment By Disability Code report (**Figure 138**), the Employment By Disability Code report (with criteria) (**Figure 139**) is displayed.

U. S. Department Of Agriculture - Office Of The Chief Fin Ofc - National Finance Center	
<b>Employment Distribution By Disability Code</b>	
Calendar Year = 2004 and Personnel Office Identifier = 5317 = USDA = DCFO = NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and RNO = White and Gender = Female and Occ Ser = 0343- MANAGEMENT & PROGRAM ANALYSIS and Grade = 11 and Location (State) = Louisiana and PATCO = Professional or Administrative or Technical and Employment Type = Permanent Full-Time and Age >= 20 Years Old and Length of Service >= 5 years	
By Disability Code	
Disability Code	Number of Employees
(R1) DOES NOT WISH TO IDENTIFY DISABILITY STATUS	1
(R5) NO DISABILITY	21
(R4) DIABETES-UNDER CONTROL NO RESTRICTIONS (BEFORE 10/01/97)	1
(R8) CANCER COMPLETE RECOVERY	1
<b>Total</b>	<b>24</b>
Total NATIONAL FINANCE CENTER Population: 3453 (which includes employees that have not designated a Race and National Origin)	

**Figure 139. Employment By Disability Code report (with criteria)**

## Field Instructions:

<b>Organizational Structure</b>	Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further customize your selection. There are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional</b> , <b>Administrative</b> , <b>Technical</b> , <b>Clerical</b> , <b>Other</b> , and <b>Blue collar</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (State)</b>	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Gender</b>	Click this field to indicate the gender to be displayed on the report. Valid values are <b>Male</b> and <b>Female</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Race And National Origin</b>	Click this field to indicate the RNO Code to be displayed on the report. Valid values are <b>Asian/Pacific Islander</b> , <b>Black</b> , <b>Hispanic</b> , <b>American Indian/Alaskan Native</b> , <b>White</b> , and <b>Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor</b> , <b>Supervisor/Manager</b> , <b>Management</b> , <b>Supervisor (CSRA)</b> , <b>Management (CSRA)</b> , <b>Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Length Of Service</b>	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.

## Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

## Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. The default for this field is **Disability Code**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

## Employment Changes

The Employment Changes report (**Figure 140**) is displayed when you select **Employment Changes** on the Workforce Reports menu (**Figure 88**). This report displays employment data based on RNO and gender for two points in time (i.e., FY2003 and FY2004) by year. This report also provides comparison of employment levels between the time periods. Data for this report is obtained from the Personnel History database and is updated biweekly.

```

Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Education Level
Length of Service
Time Frame 1: Calendar Year 2002
Time Frame 2: Calendar Year 2001
Sort By: Organization
    
```

**Figure 140. Employment Changes report**

After running the Employment Changes report (**Figure 140**), the Employment Changes report (with criteria) (**Figure 141**) is displayed.

**U.S. Department Of Agriculture**  
**Distribution By Org Category**

Comparison between Years Calendar Year 2000 and Calendar Year 2001 and Personnel Office Identifier = 5217 - USDA - OCFO  
ORLEANS, LA) (AG90) and Pay Plan = GS and Occ Ser = 0042 - MANAGEMENT AND PROGRAM ANALYSIS and Supervisory Sta  
Supervisory and Grade = 11 and Location (State) = Louisiana and PATCO = Professional or Administrative or Technical and Enplc  
Permanent Full-Time and Age >= 20 Years Old and Education Level = Bachelors or Post-Bachelors and Length of Service >=

By Org

Org	Date	Total	Women	Hispanic	Black		Hispanic		Asian American/Pacific Is		American Indian/Alaskan Nat		White	
					Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
OFF OF The Chief Financial Officer	2000	16	11	9	2	5	-	2	-	-	-	-	3	-
	%		68.8	56.2	12.5	31.2	-	12.5	-	-	-	-	18.8	2
	2001	12	8	6	2	4	-	-	-	-	-	-	2	-
	%		66.7	50	16.7	33.3	-	-	-	-	-	-	16.7	33.3
	Change In %	-33.3	-2.1	-6.2	4.2	2.1	0	-12.5	0	0	0	0	-2.1	6
Total	2000	16	11	9	2	5	-	2	-	-	-	-	3	-
	%		68.8	56.2	12.5	31.2	-	12.5	-	-	-	-	18.8	2
	2001	12	8	6	2	4	-	-	-	-	-	-	2	-
	%		66.7	50	16.7	33.3	-	-	-	-	-	-	16.7	33.3
	Change In %	-33.3	-2.1	-6.2	4.2	2.1	0	-12.5	0	0	0	0	-2.1	6

**Figure 141. Employment Changes report (with criteria)**

## Field Instructions:

<b>Organizational Structure</b>	Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further customize your selection. There are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional</b> , <b>Administrative</b> , <b>Technical</b> , <b>Clerical</b> , <b>Other</b> , and <b>Blue collar</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor</b> , <b>Supervisor/Manager</b> , <b>Management</b> , <b>Supervisor (CSRA)</b> , <b>Management (CSRA)</b> , <b>Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (State)</b>	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Length Of Service</b>	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Time Frame 1</b>	Click this field to indicate the first year to be displayed on the report. You can select the 4-digit numeric year. You can also select the applicable radio button to designate between <b>Calendar Year</b> and <b>Fiscal Year</b> . This field defaults to the current calendar year. Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.



**Time Frame 2**

Click this field to indicate the second year to be displayed on the report. You can select the 4-digit numeric year. You can also select the applicable radio button to designate between ***Calendar Year*** and ***Fiscal Year***. This field defaults to the previous calendar year. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

**Sort By:**

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. The default for this field is **Sort By**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

## Flex Fund

The Flex Fund report (**Figure 142**) is displayed when you select **Flex Fund** on the Workforce Reports menu (**Figure 88**). This report contains data on employees' contributions in Flexible Spending Accounts (FSA). Data for this report is obtained from NFC's T&A database and is updated biweekly.

**Note:** This report contains detailed data.

Flexfund Report: Fed Flex Payment Report By Plan Code

Organizational Structure

Personnel Office Identifier

Fed Flex Plan : OPM Fed Flex Dependent Care Acct (FD) and OPM Fed Flex Health Care Acct (FH)

Pay Plan

Occupational Series

Grade

Location (Duty State)

Location (Duty City)

Location (Duty County)

Separation Accession Type: Not Separated or Accession this Pay Period

Type of Appointment

Employment Type

Special Employee Code

Retirement System

Year and Pay Period

**Figure 142. Flex Fund report**

After running the Flex Fund report (**Figure 142**), the Flex Fund report (with criteria) (**Figure 143**) is displayed. You can select an employee from the list and obtain more detailed information on that employee. For more information on the data available on each employee on the list, see [Employee Search \(By Name\)](#).

OPM FedFlex Payment Report By Plan Code						
Sensitive Personnel Data -- Use is Restricted						
Year and Pay Period = 2003 - 26 and Pay Period covered by TA = 2003 - 26 and Fed Flex Plan = OPM Fed Flex Dependent Care Acct (FD) and OPM Fed Flex Health Care Acct (FH) and Separation Accession Type = Not Separated or Accession this Pay Period						
APPALACHIAN REGIONAL COMMISSION						
		(AP)				
SSNO	Name	Plan Code	Dept	AGCY	POI	Premium W/H
Plan Code FD Participants:		0	Total Plan Code FD Premiums:			
		FH	AP	66	4016	\$38.46
		FH	AP	66	4016	\$11.54
		FH	AP	66	4016	\$38.46
Plan Code FH Participants:		3	Plan Code FH Premiums:			
* Total Plan Code FD and FH Participants:		3	Total Premiums:			
* The Grand total of participants may not equal the individual count of employees with FD plans plus the employees with FH plans. The inequality may result because some employees may participate in both plans and will be counted in the grand total of participants only once.						

**Figure 143. Flex Fund report (with criteria)**

## Field Instructions:

### Flexfund Report

Click this field to select the type of flexfund report to be displayed. Valid values are **Fed Flex Payment Report By Agency** and **Fed Flex Payment Report By Plan Code**. This field defaults to **Fed Flex Payment Report By Plan Code**. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

### Organizational Structure

Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

### Personnel Office Identifier

Click this field to indicate the Personnel Office Identifier (POI) to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the Submitting Office Number (SON). After making your selection, click **[Done]** or **[Cancel]**, as applicable.

### Fed Flex Plan

Click this field to indicate the Flexible Spending Account that the employee is enrolled in and contributing to. Valid values are **OPM Fed Flex Dependent Care Acct (FD)** and **OPM Fed Flex Health Care Account (FH)**. This field defaults to both values. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

### Pay Plan

Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select **Pay Plan Groupings Include** for a list of what is contained in these two classifications. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

### Occupational Series

Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (Duty State)</b>	Click this field to indicate the duty state of the organization. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (Duty City)</b>	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (Duty County)</b>	Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, <b>There were no counties designated for the selected state</b> , will appear. If this message appears, click <b>[Cancel]</b> to return to the report. The default for this field is <b>A11</b> . Multiple or block selections are allowed. If a selection is made, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Separation Accession Type</b>	Click this field to indicate the separation accession status to be included on the report. Valid values are <b>Not Separated</b> , <b>Regular</b> , <b>Deceased</b> , and <b>Accession This Pay Period</b> . The default for this field is <b>Not Separated Or Accession This Pay Period</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Type Of Appointment</b>	Click this field to indicate the appointment type to be displayed on the report. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type</b>	Click this field to indicate the employment type to be displayed on the report. Valid values are <b>Full-time</b> , <b>Part-time</b> , <b>Intermittent</b> , <b>Fee Basis Of Piecework</b> , and <b>First 40 Hours</b> . The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Special Employee Code</b>	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

**Retirement System**

Click this field to indicate the retirement system to be displayed on the report. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

**Year And Pay Period**

Click this field to indicate the 4-digit year and 2-digit pay period for the T&A displayed on the report. This field goes back 26 pay periods.

## Gender Profile

The Gender Profile report (**Figure 144**) is displayed when you select **Gender Profile** on the Workforce Reports menu (**Figure 88**). This report counts organization employees by gender. Data for this report is obtained from the Personnel History database and is updated biweekly. The Sex Code on the Personnel History database is used to identify the employee's gender.

```

Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Race and National Origin
Education Level
Length of Service
Include Relative Civilian Labor Force (RCLF) statistics?
Time Frame
Sort By: Organization
Report as Chart or Graph
  
```

**Figure 144. Gender Profile report**

After running the Gender Profile report (**Figure 145**), the Gender Profile report (with criteria) (**Figure 145**) is displayed.

Gender Profile						
U.S. Department Of Agriculture						
Calendar Year = 2003 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and RNO = White and Supervisory Status = Non-Supervisory and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and Grade = 11 and Location (State) = Louisiana and PATCO = Professional or Administrative or Technical and Employment Type = Permanent Full-Time and Education Level = Bachelors and Age >= 20 Years Old and Length of Service >= 5 years						
By Org						
Org	Total	% of Population	Women	(%)	Men	(%)
Off Of The Chief Fnanc'l Officer	6	100	4	66.7	2	33.3
<b>Total</b>	<b>6</b>	<b>100</b>	<b>4</b>	<b>66.7</b>	<b>2</b>	<b>33.3</b>
Total U.S. DEPARTMENT OF AGRICULTURE Population: 106375						
Data as of 03/16/2003						
Prepared By Tara Lala on 3/18/2003 at 3:15 PM						

**Figure 145. Gender Profile report (with criteria)**

## Field Instructions:

<b>Organizational Structure</b>	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further customize your selection. There are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional</b> , <b>Administrative</b> , <b>Technical</b> , <b>Clerical</b> , <b>Other</b> , and <b>Blue collar</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor</b> , <b>Supervisor/Manager</b> , <b>Management</b> , <b>Supervisor (CSRA)</b> , <b>Management (CSRA)</b> , <b>Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (State)</b>	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Race And National Origin</b>	Click this field to indicate the RNO Code to be displayed on the report. Valid values are <b>Asian/Pacific Islander</b> , <b>Black</b> , <b>Hispanic</b> , <b>American Indian/Alaskan Native</b> , <b>White</b> , and <b>Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.



<b>Length Of Service</b>	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Include Relative Civilian Labor Force (RCLF) Statistics?</b>	Click this field to indicate whether or not to include RCLF statistics. This field defaults to <b>No</b> . Valid values are <b>Yes</b> and <b>No</b> . After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Time Frame</b>	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are <b>Calendar Year</b> and <b>Fiscal Year</b> . The default for this field is <b>Calendar Year</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Sort By:</b>	Click this field to indicate how you want the report sorted. This field defaults to <b>Organization</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Reset]</b> , as applicable.
<b>Report As Chart Or Graph</b>	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are <b>[Chart]</b> and <b>[Graph]</b> . The default for this field is <b>Chart</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.

## Grade Distribution

The Grade Distribution report (**Figure 146**) is displayed when you select **Grade Distribution** on the Workforce Reports menu (**Figure 88**). This report displays a count by grade of employees in an organization. Data for this report is obtained from the Personnel History database and is updated weekly. The Grade indicator on the Personnel History database is used to identify the employee's grade.

Organizational Structure

Personnel Office Identifier

Pay Plan

Occupational Series

Occupation (PATCO)

Supervisory Status

Location (State)

Employment Type (PFT)

Age

Disability Code

Gender

Race and National Origin

Education Level

Length of Service

Include Percentages?

Time Frame

Sort By: Organization

Report as Chart or Graph

**Figure 146. Grade Distribution report**

After running the Grade Distribution report (**Figure 146**), the Grade Distribution report (with criteria) (**Figure 147**) is displayed.

U.S. Department Of Agriculture  
Distribution By PATCO and Grade Range

Calendar Year = 2003 and Personnel Office Identifier = 5337 - USDA - OCPO - MFC (NEW ORLEANS, LA) (AGSD) and Pay Plan = GS and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSTS and Supervisory Status = Non-Supervisory and RMO = White and Gender = Female and Grade = 11 and Location (State) = Louisiana or Maine and PATCO = Professional or Administrative or Technical or Clerical and Employment Type = Permanent Full-Time and Age >= 25 Years Old and Education Level = Bachelors and Length of Service >= 5 years

By PATCO

PATCO	Grade	Total	Women	Hispanic	Black	Hispanic	Asian American/Pacific Island	Asian Indian/Alaskan Nati	White	Unpublished
Administrative 01-04		-	-	-	-	-	-	-	-	-
	%									
05-08		-	-	-	-	-	-	-	-	-
	%									
09-12		4	4	-	-	-	-	-	-	4
	%		100	-	-	-	-	-	-	100
13-15		-	-	-	-	-	-	-	-	-
	%									
08		-	-	-	-	-	-	-	-	-
	%									
<b>Subtotal</b>		<b>4</b>	<b>4</b>	-	-	-	-	-	-	<b>4</b>
	%		100	-	-	-	-	-	-	100

**Figure 147. Grade Distribution report (with criteria)**

## Field Instructions:

<b>Organizational Structure</b>	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further customize your selection. There are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional</b> , <b>Administrative</b> , <b>Technical</b> , <b>Clerical</b> , <b>Other</b> , and <b>Blue collar</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor</b> , <b>Supervisor/Manager</b> , <b>Management</b> , <b>Supervisor (CSRA)</b> , <b>Management (CSRA)</b> , <b>Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Location (State)</b>	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Gender</b>	Click this field to indicate the gender to be displayed on the report. Valid values are <b>Male</b> and <b>Female</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Race And National Origin</b>	Click this field to indicate the RNO Code to be displayed on the report. Valid values are <b>Asian/Pacific Islander</b> , <b>Black</b> , <b>Hispanic</b> , <b>American Indian/Alaskan Native</b> , <b>White</b> , and <b>Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Length Of Service</b>	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.

## Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

## Sort By:

Click this field to indicate how you want the report sorted. This field defaults to **Organization**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Reset]**, as applicable.

## Report As Chart Or Graph

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **[Chart]** and **[Graph]**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

## Grades Across Minority And Gender

The Grades Across Minority and Gender report (**Figure 148**) is displayed when you select **Grades Across Minority And Gender** on the Workforce Reports menu (**Figure 88**). This report displays a count of employment by grade across RNO and gender. Data for this report is obtained from the Personnel History database and is updated biweekly.

```

Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Disability Code
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Education Level
Length of Service
Time Frame
Sort By: Grade
    
```

**Figure 148. Grades Across Minority And Gender report**

After running the Grades Across Minority And Gender report (**Figure 148**), the Grades Across Minority And Gender report (with criteria) (**Figure 149**) is displayed.

**U.S. Department Of Agriculture**  
**Distribution By Grade**

Calendar Year = 2003 and Personnel Office Identifier = 5317 - USDA - OCFD - NFC (NEW ORLEANS, LA) (AG90)  
and Pay Plan = GS and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and Grade = 11 and Location  
(State) = Louisiana and PATCO = Professional or Administrative or Technical and Employment Type = Permanent  
Full-Time and Age >= 20 Years Old and Education Level = Bachelors  
By Grade

Grade	Total	Women		Minorities		Black		Hispanic		Asian Amer./Pacific Isl		Amer-Ind./Alaskan Nat		White		Un-disclosed	
		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
11	16		11	10	3	7								2	4		
%			68.8	62.5	18.8	43.8								12.5	25		
<b>Total</b>	<b>16</b>	<b>11</b>	<b>10</b>	<b>3</b>	<b>7</b>									<b>2</b>	<b>4</b>		
%			68.8	62.5	18.8	43.8								12.5	25		

Total U.S. DEPARTMENT OF AGRICULTURE Population: 1607 (which includes employees that have not designated a Race and National Origin)

**Figure 149. Grades Across Minority And Gender report (with criteria)**

**Field Instructions:**

<b>Organizational Structure</b>	Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further customize your selection. There are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional</b> , <b>Administrative</b> , <b>Technical</b> , <b>Clerical</b> , <b>Other</b> , and <b>Blue collar</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor</b> , <b>Supervisor/Manager</b> , <b>Management</b> , <b>Supervisor (CSRA)</b> , <b>Management (CSRA)</b> , <b>Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (State)</b>	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Length Of Service</b>	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Time Frame</b>	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are <b>Calendar Year</b> and <b>Fiscal Year</b> . The default for this field is <b>Calendar Year</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Sort By:</b>	Click this field to indicate how you want the report sorted. This field defaults to <b>Grade</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Reset]</b> , as applicable.





## Grade Range

The Grade Range report (**Figure 150**) is displayed when you select **Grade Range** on the Workforce Reports menu (**Figure 88**). This report displays a count of employees by grade across RNO and gender. Data for this report is obtained from the Personnel History database and is updated biweekly.

Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Disability Code
Gender
Race and National Origin
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Education Level
Length of Service
Time Frame
Sort By: PATCO

Figure 150. Grade Range report

After the Grade Range report (**Figure 150**) is run, the Grade Range report (with criteria) (**Figure 151**) is displayed.

U.S. Department Of Agriculture Distribution By PATCO and Grade Range															
Calendar Year = 2003 and Personnel Office Identifier = 5337 - USDA - OCPO - MFC (NEW ORLEANS, LA) (AGSD) and Pay Plan = GS and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSTS and Supervisory Status = Non-Supervisory and RNO = White and Gender = Female and Grade = 11 and Location (State) = Louisiana or Maine and PATCO = Professional or Administrative or Technical or Clerical and Employment Type = Permanent Full-Time and Age >= 25 Years Old and Education Level = Bachelors and Length of Service >= 5 years															
By PATCO															
PATCO	Grade	Total	Women	Black		Hispanic		Asian Amer./Pacific Isl.		Asian Ind./Alaskan Nat.		White		Un disclosed	
				Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Administrative 83-84		-	-	-	-	-	-	-	-	-	-	-	-	-	-
	%														
85-88		-	-	-	-	-	-	-	-	-	-	-	-	-	-
	%														
89-12		4	4	-	-	-	-	-	-	-	-	-	4	-	-
	%		100										100		
13-15		-	-	-	-	-	-	-	-	-	-	-	-	-	-
	%														
68		-	-	-	-	-	-	-	-	-	-	-	-	-	-
	%														
Total		4	4	-	-	-	-	-	-	-	-	-	4	-	-
	%		100										100		

Figure 151. Grade Range report (with criteria)

**Field Instructions:**

<b>Organizational Structure</b>	Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further customize your selection. There are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Gender</b>	Click this field to indicate the gender to be displayed on the report. Valid values are <b>Male</b> and <b>Female</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Race And National Origin</b>	Click this field to indicate the RNO Code to be displayed on the report. Valid values are <b>Asian/Pacific Islander, Black, Hispanic, American Indian/Alaskan Native, White,</b> and <b>Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional, Administrative, Technical, Clerical, Other,</b> and <b>Blue collar</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor, Supervisor/Manager, Management, Supervisor (CSRA), Management (CSRA), Leader,</b> and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (State)</b>	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

**Length Of Service**

Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

**Time Frame**

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

**Sort By:**

Click this field to indicate how you want the report sorted. This field defaults to **PATCO**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Reset]**, as applicable.

## Leave Balances

The Leave Balances report (**Figure 152**) is displayed when you select **Leave Balances** on the Workforce Reports menu (**Figure 88**). This report displays a list of employees within an organization and the leave balance for each employee. The length of the list depends on what organizational level that you go down to. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

**Note:** This report contains detailed data.

```
Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (Duty State)
Location (Duty City)
Location (Duty County)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Tenure Group
Uniform Service Status
Veteran Status
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
Sort Order: Last Name
```

**Figure 152. Leave Balances report**

After the Leave Balances report (**Figure 152**) is run, the Leave Balances report (with criteria) (**Figure 153**) is displayed. Only twenty employee records are displayed at one time. If more than twenty records meet the selection criteria, you will be able click the applicable page number to find the applicable record. Each employee record contains the employee's name, ssn, current annual leave balance, current sick leave balance, current compensatory leave balance, any leave without pay information pertaining that employee, the employee's annual leave category, any suspension leave information, the employee's SCD date for leave, the employee's base salary, military leave information, and FLSA information. You can select an employee within the list to obtain more information on the employee. For more information on the data available on each employee on the list, see [Employee Search \(By Name\)](#).

**Leave Balances**  
Sensitive Personnel Data -- Use is Restricted  
Employing Office Code = 4016 - APPAL REG COMM-HRD RM 721 (WASHINGTON, DC) (AP66) and Pay  
Plan = GS and Grade = 13  
By Last Name

APPALACHIAN REGIONAL COMMISSION

(AP)

Name	SSNO	AL Curr Balance	SL Curr Balance	CL Tot Curr	SWOP Ret Ref	Su LV Ret	AL CoR	SCD Leave	Base Salary	Std Lv Co	Std Lv Day YTD	Std Lv Hr YTD	FLSA
		10	16	0			4	02/03/2003	\$63,293.00				E
		286	16	0			8	03/13/1977	\$69,419.00				E

2 records were selected  
You are now viewing records 1 through 2

Figure 153. Leave Balances report (with criteria)

**Field instructions:**

**Organizational Structure** Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

**Personnel Office Identifier** Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

**Pay Plan** Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select **Pay Plan Groupings Include** for a list of what is contained in these two classifications. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

**Occupational Series** Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

**Grade** Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional</b> , <b>Administrative</b> , <b>Technical</b> , <b>Clerical</b> , <b>Other</b> , and <b>Blue collar</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor</b> , <b>Supervisor/Manager</b> , <b>Management</b> , <b>Supervisor (CSRA)</b> , <b>Management (CSRA)</b> , <b>Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (Duty State)</b>	Click this field to indicate the duty state of the organization. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (Duty City)</b>	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (Duty County)</b>	Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, <b>There were no counties designated for the selected state</b> , will appear. If this message appears, click <b>[Cancel]</b> to return to the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. If a selection is made, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.



<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Gender</b>	Click this field to indicate the gender to be displayed on the report. Valid values are <b>Male</b> and <b>Female</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Race And National Origin</b>	Click this field to indicate the race/national origin (RNO) origin to be displayed on the report. Valid values are <b>Asian/Pacific Islander</b> , <b>Black</b> , <b>Hispanic</b> , <b>American Indian/Alaskan Native</b> , <b>White</b> , and <b>Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Tenure Group</b>	Click this field to indicate the tenure group to displayed on the report. Valid values are <b>Not In Any Retention Group</b> , <b>Group 1</b> , <b>Group 2</b> , and <b>Group 3</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Uniform Service Status</b>	Click this field to indicate the uniform service status. Valid values are <b>None</b> , <b>Ready Reserve</b> , <b>Standby Reserve</b> , <b>National Guard</b> , <b>Retired Military-Regular</b> , and <b>Retired Military-Non-regular</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Veteran Status</b>	Click this field to indicate the veteran status in relation to the Vietnam War. Valid values are <b>Not A Veteran Of The Vietnam Era (Prior To 9/30/91)</b> , <b>Vietnam Era Veteran</b> , <b>Pre-Vietnam Era Veteran</b> , <b>Post-Vietnam Era Veteran</b> , and <b>Not A Veteran (After 9/30/91)</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Separation Accession Type</b>	Click this field to indicate the separation accession status to be included on the report. Valid values are <b>Not Separated</b> , <b>Regular</b> , <b>Deceased</b> , and <b>Accession This Pay Period</b> . The default for this field is <b>Not Separated Or Accession This Pay Period</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Type Of Appointment</b>	Click this field to indicate the appointment type to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type</b>	Click this field to indicate the employment type to be displayed on the report. Valid values are <b>Full-time</b> , <b>Part-time</b> , <b>Intermittent</b> , <b>Fee Basis Of Piecework</b> , and <b>First 40 Hours</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Special Employee Code</b>	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Retirement System</b>	Click this field to indicate the retirement system to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Sort Order</b>	Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. If no sort options are selected, <b>Last Name</b> is used to sort the data.



## Leave Liability

The Leave Liability report (**Figure 154**) is displayed when you select **Leave Liability** on the Workforce Reports menu (**Figure 88**). This report contains leave data for the employees within an organization. Both the number of hours and the dollar values of those hours are listed on the report. A list of the employees is displayed when the report is run. You can select an employee to display data about that individual employee. Data for this report is taken from NFC's Payroll/Personnel database and is updated biweekly.

**Note:** This report contains detailed data.

```
Organizational Structure
Personnel Office Identifier
Pay Plan:
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (Duty State)
Location (Duty City)
Location (Duty County)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Tenure Group
Uniform Service Status
Veteran Status
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
Sort Order: Pay Plan, Grade, Step
```

**Figure 154. Leave Liability report**

After running the Leave Liability report (**Figure 154**), the Leave Liability report (with criteria) (**Figure 155**) is displayed.

Annual Leave Liability			
Sensitive Personnel Data -- Use is Restricted			
APPALACHIAN REGIONAL COMMISSION -			
(AP)			
Data as of 01/18/2004			
SSNO		AL Balance	Liability
		0	\$0.00
		215	\$14,729.57

2 records were selected

You are now viewing records 1 through 2

Totals for AP		
On Board	Annual Leave Balance	Leave Liability
2	215.00	\$14,729.57

Figure 155. Leave Liability report (with criteria)

**Field Instructions:**

- Organizational Structure** Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.
- Personnel Office Identifier** Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.
- Pay Plan** Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select **Pay Plan Groupings Include** for a list of what is contained in these two classifications. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional</b> , <b>Administrative</b> , <b>Technical</b> , <b>Clerical</b> , <b>Other</b> , and <b>Blue collar</b> . The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor</b> , <b>Supervisor/Manager</b> , <b>Management</b> , <b>Supervisor (CSRA)</b> , <b>Management (CSRA)</b> , <b>Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (Duty State)</b>	Click this field to indicate the duty state of the organization. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (Duty City)</b>	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.

<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Gender</b>	Click this field to indicate the gender to be displayed on the report. Valid values are <b>Male</b> and <b>Female</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Race And National Origin</b>	Click this field to indicate the RNO Code to be displayed on the report. Valid values are <b>Asian/Pacific Islander, Black, Hispanic, American Indian/Alaskan Native, White, and Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Tenure Group</b>	Click this field to indicate the tenure group to displayed on the report. Valid values are <b>Not In Any Retention Group, Group 1, Group 2, and Group 3</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Uniform Service Status</b>	Click this field to indicate the uniform service status. Valid values are <b>None, Ready Reserve, Standby Reserve, National Guard, Retired Military-Regular, and Retired Military-Non-regular</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Veteran Status</b>	Click this field to indicate the veteran status in relation to the Vietnam War. Valid values are <b>Not A Veteran Of The Vietnam Era (Prior To 9/30/91), Vietnam Era Veteran, Pre-Vietnam Era Veteran, Post-Vietnam Era Veteran, and Not A Veteran (After 9/30/91)</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Separation Accession Type</b>	Click this field to indicate the separation accession status to be included on the report. Valid values are <b>Not Separated</b> , <b>Regular</b> , <b>Deceased</b> , and <b>Accession This Pay Period</b> . The default for this field is <b>Not Separated Or Accession This Pay Period</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Type Of Appointment</b>	Click this field to indicate the appointment type to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type</b>	Click this field to indicate the employment type to be displayed on the report. Valid values are <b>Full-time</b> , <b>Part-time</b> , <b>Intermittent</b> , <b>Fee Basis Of Piecework</b> , and <b>First 40 Hours</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Special Employee Code</b>	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Retirement System</b>	Click this field to indicate the retirement system to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Sort Order</b>	Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.





## Length Of Service Profile

The Length of Service Profile report (**Figure 156**) is displayed when you select **Length Of Service** on the Workforce Reports menu (**Figure 88**). This report displays a count of organization employees across length of service categories. Data for this report was obtained from the Personnel History database and is updated biweekly. Employees with no service computation date (SCD) are not included in this count.

Organizational Structure

Personnel Office Identifier

Pay Plan

Occupational Series

Grade

Occupation (PATCO)

Supervisory Status

Location (State)

Employment Type (PFT)

Age

Disability Code

Gender

Race and National Origin

Education Level

Include Percentages?

Time Frame

Sort By: Organization

Report as Chart or Graph

Figure 156. Length Of Service Profile report

After running the Length Of Service Profile report (**Figure 156**), the Length Of Service Profile report (with criteria) (**Figure 157**) is displayed.

Length of Service  
U.S. Department Of Agriculture

Calendar Year = 2003 and Personnel Office Identifier = 5317 - USDA - OCFO - MFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and Female and Supervisory Status = Non-Supervisory and Occ Ser = 5343 - MANAGEMENT AND PROGRAM ANALYSIS and Grade = 11 Louisiana and PATCO = Professional or Administrative or Technical and Employment Type = Permanent Full-Time and Education Level

Years Old  
By Org

Org	Total	% of Population	under 5	6 thru 10	11 thru 15	16 thru 20	21 thru 25	26 thru 30	31 thru 35
off of the shelf road bike	4	100	1	1	1	1	-	-	-
Total	4	100	1	1	1	1	-	-	-

Total U.S. DEPARTMENT OF AGRICULTURE Population: 20075

Notes: \* Employees that did not have a Retirement Date upon which to perform the length of service calculation were placed in the "Other" years of service category.

Figure 157. Length Of Service Profile report (with criteria)

**Field Instructions:**

<b>Organizational Structure</b>	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further customize your selection. There are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional</b> , <b>Administrative</b> , <b>Technical</b> , <b>Clerical</b> , <b>Other</b> , and <b>Blue collar</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor</b> , <b>Supervisor/Manager</b> , <b>Management</b> , <b>Supervisor (CSRA)</b> , <b>Management (CSRA)</b> , <b>Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (State)</b>	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Gender</b>	Click this field to indicate the gender to be displayed on the report. Valid values are <b>Male</b> and <b>Female</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Race And National Origin</b>	Click this field to indicate the RNO Code to be displayed on the report. Valid values are <b>Asian/Pacific Islander</b> , <b>Black</b> , <b>Hispanic</b> , <b>American Indian/Alaskan Native</b> , <b>White</b> , and <b>Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Include Percentages</b>	Click this field to indicate whether or not to include percentage columns for each data column on the report. The default for this field is <b>No</b> . Valid values are <b>Yes</b> and <b>No</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as appropriate.
<b>Time Frame</b>	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are <b>Calendar Year</b> and <b>Fiscal Year</b> . The default for this field is <b>Calendar Year</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Sort By:</b>	Click this field to indicate how you want the report sorted. This field defaults to <b>Organization</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Reset]</b> , as applicable.
<b>Report As Chart Or Graph</b>	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are <b>[Chart]</b> and <b>[Graph]</b> . The default for this field is <b>Chart</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.

## Life Insurance Listing

The Life Insurance Listing report (**Figure 158**) is displayed when you select **Life Insurance Listing** on the Workforce Reports menu (**Figure 88**). This report contains detail data concerning the employees in an organization and their life insurance elections. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

**Note:** This report contains detailed data.

Organizational Structure
Personnel Office Identifier
Life Ins. Plan Display: All
Life Ins. Plan
Life Ins. Coverage
Life Ins. Option
Life Ins. Plan 2
Life Ins. Coverage 2
Life Ins. Option 2
Life Ins. Plan 3
Life Ins. Coverage 3
Life Ins. Option 3
Life Ins. Plan 4
Life Ins. Coverage 4
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (Duty State)
Location (Duty City)
Location (Duty County)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Tenure Group
Uniform Service Status
Veteran Status
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment

**Figure 158. Life Insurance Listing report**

After running the List Insurance Listing report (**Figure 158**), the Life Insurance Listing report (with criteria) (**Figure 159**) is displayed.

Life Insurance Listing											
Sensitive Personnel Data -- Use Is Restricted											
Employing Office Code = 4018 - APN4L REG COMM-HRD RM T21 (WASHINGTON, DC) (APN4) and Pay Plan = GS and Separation Accession											
Accession this Pay Period											
By Last Name											
APPROPRIATE REGIONAL COMMISSION											
(XPF)											
Org	Name	SSN	Plan	Plan Coverage	Option Factor	Plan 2	Plan Coverage	Option Factor	Plan 3	Plan Coverage	Option Factor
APN4L	XXXXXXXXXX		01	11			0001			0001	
APN4L	XXXXXXXXXX		01	08	0808						
APN4L	XXXXXXXXXX		01	08			0001				
APN4L	XXXXXXXXXX		01	08		12	0001				
APN4L	XXXXXXXXXX										
APN4L	XXXXXXXXXX		01	11	0808		0001			0001	
APN4L	XXXXXXXXXX		01	12			0001				

8 records were selected  
You are now viewing records 1 through 8

**Figure 159. Life Insurance Listing report (with criteria)**

## Field Instructions:

<b>Organizational Structure</b>	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further customize your selection. There are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Life Ins. Plan Display</b>	Click this field to indicate the numeric type of plan to be displayed on the report. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Life Ins. Plan</b>	Click this field to indicate the type of insurance to be displayed on the report. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Life Ins. Coverage</b>	Click this field to indicate the coverage code for the insurance in the Life Ins. Plan field. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Life Ins. Option</b>	Click this field to indicate the option code for the insurance in the Life Ins. Plan field. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Life Ins. Plan 2</b>	Click this field to indicate the second type of insurance to be displayed on the report. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Life Ins. Coverage 2</b>	Click this field to indicate the coverage code for the insurance in the Life Ins. Plan 2 field. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Life Ins. Option 2</b>	Click this field to indicate the option code for the insurance in the Life Ins. Plan 2 field. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Life Ins. Plan 3</b>	Click this field to indicate the third type of insurance to be displayed on the report. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Life Ins. Coverage 3</b>	Click this field to indicate the coverage code for the insurance in the Life Ins. Plan 3 field. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Life Ins. Option 3</b>	Click this field to indicate the option code for the insurance in the Life Ins. Plan 3 field. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Life Ins. Plan 4</b>	Click this field to indicate the fourth type of insurance to be displayed on the report. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Life Ins. Coverage 4</b>	Click this field to indicate the coverage code for the insurance in the Life Ins. Plan 4 field. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional</b> , <b>Administrative</b> , <b>Technical</b> , <b>Clerical</b> , <b>Other</b> , and <b>Blue collar</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.



<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor</b> , <b>Supervisor/Manager</b> , <b>Management</b> , <b>Supervisor (CSRA)</b> , <b>Management (CSRA)</b> , <b>Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (Duty State)</b>	Click this field to indicate the duty state of the organization. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (Duty City)</b>	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (Duty County)</b>	Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, <b>There were no counties designated for the selected state</b> , will appear. If this message appears, click <b>[Cancel]</b> to return to the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. If a selection is made, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Gender</b>	Click this field to indicate the gender to be displayed on the report. Valid values are <b>Male</b> and <b>Female</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Race And National Origin</b>	Click this field to indicate the RNO Code to be displayed on the report. Valid values are <b>Asian/Pacific Islander</b> , <b>Black</b> , <b>Hispanic</b> , <b>American Indian/Alaskan Native</b> , <b>White</b> , and <b>Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Tenure Group</b>	Click this field to indicate the tenure group to displayed on the report. Valid values are <b>Not In Any Retention Group</b> , <b>Group 1</b> , <b>Group 2</b> , and <b>Group 3</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Uniform Service Status</b>	Click this field to indicate the uniform service status. Valid values are <b>None</b> , <b>Ready Reserve</b> , <b>Standby Reserve</b> , <b>National Guard</b> , <b>Retired Military-Regular</b> , and <b>Retired Military-Non-regular</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Veteran Status</b>	Click this field to indicate the veteran status in relation to the Vietnam War. Valid values are <b>Not A Veteran Of The Vietnam Era (Prior To 9/30/91)</b> , <b>Vietnam Era Veteran</b> , <b>Pre-Vietnam Era Veteran</b> , <b>Post-Vietnam Era Veteran</b> , and <b>Not A Veteran (After 9/30/91)</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Separation Accession Type</b>	Click this field to indicate the separation accession status to be included on the report. Valid values are <b>Not Separated</b> , <b>Regular</b> , <b>Deceased</b> , and <b>Accession This Pay Period</b> . The default for this field is <b>Not Separated Or Accession This Pay Period</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

**Type Of Appointment**

Click this field to indicate the appointment type to be displayed on the report. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

## Manpower Analysis

The Manpower Analysis report (**Figure 160**) is displayed when you select **Manpower Analysis** on the Workforce Reports menu (**Figure 88**). This report displays a list of all employees in an organization. The lists are arranged in columns by employee name, date of birth, ssn, grade and step, pay plan, series, salary, pay basis, position designation number, SCD date, tour or duty, whether the employee is a permanent or temporary employee, veteran's preference, pay rate determinant code, and compensatory and exceptional service. Totals for an organization are displayed after the last page of the report. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly. All employees are available for data for this report.

**Note:** This report contains detailed data.

```
Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (Duty State)
Location (Duty City)
Location (Duty County)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Tenure Group
Uniform Service Status
Veteran Status
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
Sort Order: Pay Plan, Grade, Step
```

**Figure 160. Manpower Analysis report**

After running the Manpower Analysis report (**Figure 160**), the Manpower Analysis report (with criteria) (**Figure 161**) is displayed.

**Organizational Structure and Manpower Analysis**  
 Pay Plan = GS and Geo Ser = 3883 - GEN. INSPECTION/INVESTIGATION & CORP. and Separation Accession Type = Not Separated or A  
 this Pay Period  
 By Pay Plan, Grade, Step  
 APPROPRIATE REGIONAL COMMISSION

(RP)											
SSN	Date of Birth	Pay Plan - Series - Grade, Step	Salary	Pay Rate	Position Number	Federal Service Group Rate	Year or Temp	Part	Pay Rate Sub	Comp or Exp	
2000055, SAFFORD	200-00-0007	GS-101992	GS-1000-1010	\$44,482	06	0400-00	SAFFORD	F			None (X) NOT APPLICABLE (A) Comp. Rate

1 records were selected.  
 You are now viewing records 1 through 1

Totals for RP			
Employee Count	Average Salary	Average	GS Grade
On Board			
ETP Fees	1	\$235,482.00	10.00
Other	0		
Total	1	\$235,482.00	10.00
Total Annual Salaries		\$235,482.00	

Figure 161. Manpower Analysis report (with criteria)

**Field Instructions:**

- Organizational Structure** Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.
- Personnel Office Identifier** Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.
- Pay Plan** Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select **Pay Plan Groupings Include** for a list of what is contained in these two classifications. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.
- Occupational Series** Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional</b> , <b>Administrative</b> , <b>Technical</b> , <b>Clerical</b> , <b>Other</b> , and <b>Blue collar</b> . The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor</b> , <b>Supervisor/Manager</b> , <b>Management</b> , <b>Supervisor (CSRA)</b> , <b>Management (CSRA)</b> , <b>Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (Duty State)</b>	Click this field to indicate the duty state of the organization. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (Duty City)</b>	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (Duty County)</b>	Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, <b>There were no counties designated for the selected state</b> , will appear. If this message appears, click <b>[Cancel]</b> to return to the report. The default for this field is <b>A11</b> . Multiple or block selections are allowed. If a selection is made, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.

<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Gender</b>	Click this field to indicate the gender to be displayed on the report. Valid values are <b>Male</b> and <b>Female</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Race And National Origin</b>	Click this field to indicate the RNO Code to be displayed on the report. Valid values are <b>Asian/Pacific Islander, Black, Hispanic, American Indian/Alaskan Native, White, and Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Tenure Group</b>	Click this field to indicate the tenure group to displayed on the report. Valid values are <b>Not In Any Retention Group, Group 1, Group 2, and Group 3</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Uniform Service Status</b>	Click this field to indicate the uniform service status. Valid values are <b>None, Ready Reserve, Standby Reserve, National Guard, Retired Military-Regular, and Retired Military-Non-regular</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Veteran Status</b>	Click this field to indicate the veteran status in relation to the Vietnam War. Valid values are <b>Not A Veteran Of The Vietnam Era (Prior To 9/30/91), Vietnam Era Veteran, Pre-Vietnam Era Veteran, Post-Vietnam Era Veteran, and Not A Veteran (After 9/30/91)</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Separation Accession Type</b>	Click this field to indicate the separation accession status to be included on the report. Valid values are <b>Not Separated</b> , <b>Regular</b> , <b>Deceased</b> , and <b>Accession This Pay Period</b> . The default for this field is <b>Not Separated Or Accession This Pay Period</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Type Of Appointment</b>	Click this field to indicate the appointment type to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type</b>	Click this field to indicate the employment type to be displayed on the report. Valid values are <b>Full-time</b> , <b>Part-time</b> , <b>Intermittent</b> , <b>Fee Basis Of Piecework</b> , and <b>First 40 Hours</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Special Employee Code</b>	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Retirement System</b>	Click this field to indicate the retirement system to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Sort Order</b>	Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. If no sort options are selected, organizational levels are used as the sort options. The default for this field is <b>Pay Plan, Grade, Step</b> . After making your selection, click <b>[Done]</b> , <b>[Reset]</b> , or <b>[Cancel]</b> , as applicable.





## Minority Profile

The Minority Profile report (**Figure 162**) is displayed when you select **Minority Profile** on the Workforce Reports menu (**Figure 88**). This report displays a count across RNO of employees in an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

```

Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Education Level
Length of Service
Sort by gender inside of RNO classification?: Yes
Time Frame
Sort By: Organization
Report as Chart or Graph
    
```

Figure 162. Minority Profile report

After running the Minority Profile report (**Figure 162**), the Minority Profile report (with criteria) (**Figure 163**) is displayed.

U.S. Department Of Agriculture  
Minority Profile By Org

Calendar Year = 2003 and Personnel Office Identifier = 5317 - USDA - OCPD - MPC (NEW ORLEANS, LA) (AGRO) and PI and Supervisory Status = Non-Supervisory and Occ Ser = 0342 - MANAGEMENT AND PROGRAM ANALYSIS and Grade Location (State) = Louisiana and PATCO = Professional or Administrative and Employment Type = Permanent Full-Time Education Level = Bachelors and Age >= 20 Years Old and Length of Service >= 5 years  
By Org

Org	Total	Women	Black		Hispanic		Asian Asian/Pacific Is.		Amer Ind/ Alaskan Nat.		Others	
			Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
Off of the Chief based Office	16	11	10	3	7	-	-	-	-	-	2	4
	%	68.8	62.5	18.8	43.8	-	-	-	-	-	12.5	25
Total	16	11	10	3	7	-	-	-	-	-	2	4
	%	68.8	62.5	18.8	43.8	-	-	-	-	-	12.5	25

Total U.S. DEPARTMENT OF AGRICULTURE Population: 166379 (which includes employees that have not designated a Race and National Origin)

Figure 163. Minority Profile report (with criteria)

## Field Instructions:

<b>Organizational Structure</b>	Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further customize your selection. There are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional</b> , <b>Administrative</b> , <b>Technical</b> , <b>Clerical</b> , <b>Other</b> , and <b>Blue collar</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor</b> , <b>Supervisor/Manager</b> , <b>Management</b> , <b>Supervisor (CSRA)</b> , <b>Management (CSRA)</b> , <b>Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (State)</b>	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Length Of Service</b>	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Sort By Gender Inside Of RNO Classification</b>	Click this field to indicate whether or not to sort across gender within each RNO classification. Valid values are <b>Yes</b> and <b>No</b> . This field defaults to <b>Yes</b> . After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.

## Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not run to the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

## Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

## Report As Chart Or Graph

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **[Chart]** and **[Graph]**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

## Occupation (PATCO) Profile

The Occupation (PATCO) Profile report (**Figure 164**) is displayed when you select **Occupation (PATCO) Profile** on the Workforce Reports menu (**Figure 88**). This report displays a count of the employees in an organization grouped across their PATCO (professional, administrative, technical, clerical, other) categories. Data for this report is obtained from the Personnel History database and is updated biweekly.

```

Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Include Percentages?
Time Frame
Sort By: Organization
Report as Chart or Graph
  
```

**Figure 164. Occupation (PATCO) Profile report**

After running the Occupation (PATCO) Profile report (**Figure 164**), the Occupation (PATCO) Profile report (with criteria) (**Figure 165**) is displayed.

Occupation (PATCO)									
U.S. Department Of Agriculture									
Calendar Year = 2003 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and RNO = White and Gender = Female and Supervisory Status = Non-Supervisory and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and Grade = 11 and Location (State) = Louisiana and Employment Type = Permanent Full-Time and Education Level = Bachelors and Age >= 20 Years Old									
By Org									
Org	Total	% of Population	Prof	Admin	Tech	Cler	Other	Supv BE	LDR BE
OFF OF THE Chief Financial Officer	4	100	-	-	4	-	-	-	-
Total	4	100	-	-	4	-	-	-	-

Total U.S. DEPARTMENT OF AGRICULTURE Population: 136375

**Figure 165. Occupation (PATCO) Profile report (with criteria)**

## Field Instructions:

<b>Organizational Structure</b>	Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further customize your selection. There are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor</b> , <b>Supervisor/Manager</b> , <b>Management</b> , <b>Supervisor (CSRA)</b> , <b>Management (CSRA)</b> , <b>Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Location (State)</b>	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Gender</b>	Click this field to indicate the gender to be displayed on the report. Valid values are <b>Male</b> and <b>Female</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Race And National Origin</b>	Click this field to indicate the RNO to be displayed on the report. Valid values are <b>Asian/Pacific Islander</b> , <b>Black</b> , <b>Hispanic</b> , <b>American Indian/Alaskan Native</b> , <b>White</b> , and <b>Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Length Of Service</b>	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.



<b>Include Percentages?</b>	Click this field to indicate whether or not to include a percentage column for each data column. Valid values are <b>Yes</b> and <b>No</b> . The default for this field is <b>No</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Time Frame</b>	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are <b>Calendar Year</b> and <b>Fiscal Year</b> . The default for this field is <b>Calendar Year</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Sort By:</b>	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to <b>Organization</b> . After making your selection, click <b>[Done]</b> or <b>[Reset]</b> , as applicable.
<b>Report As Chart Or Graph</b>	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are <b>[Chart]</b> and <b>[Graph]</b> . The default for this field is <b>Chart</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.

## Organization Profile

The Organization Profile report (**Figure 166**) is displayed when you select **Organization Profile** on the Workforce Reports menu (**Figure 88**). This report displays a count of all employees in an organization across employment type. Data for this report is obtained from the Personnel History database and is updated biweekly.

Organizational Structure

Personnel Office Identifier

Pay Plan

Occupational Series

Grade

Occupation (PATCO)

Supervisory Status

Location (State)

Employment Type (PFT)

Age

Disability Code

Gender

Race and National Origin

Education Level

Length of Service

Time Frame

Sort By: Organization

Report as Chart or Graph

**Figure 166. Organization Profile report**

After running the Organization Profile report (**Figure 166**), the Organization Profile report (with criteria) (**Figure 167**) are displayed.

Organizational Profile								
U.S. Department Of Agriculture								
Calendar Year = 2003 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and RNO = White and Gender = Female and Supervisory Status = Non-Supervisory and Occ Ser = 0343 - MANAGEMENT AND PROGRAM ANALYSIS and Grade = 11 and Location (State) = Louisiana and PATCO = Professional or Administrative and Employment Type = Permanent Full-Time and Education Level = Bachelors and Age >= 20 Years Old and Length of Service >= 5 years								
By Org								
Org	Total	% of Population	Full-Time	(%)	Part-Time	(%)	Other	(%)
Off Of The Chief Financ Officer	4	100	4	100	.	.	.	.
Total	4	100	4	100	.	.	.	.

Total U.S. DEPARTMENT OF AGRICULTURE Population: 106375

**Figure 167. Organization Profile report (with criteria)**

## Field Instructions:

<b>Organizational Structure</b>	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further customize your selection. There are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional</b> , <b>Administrative</b> , <b>Technical</b> , <b>Clerical</b> , <b>Other</b> , and <b>Blue collar</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor</b> , <b>Supervisor/Manager</b> , <b>Management</b> , <b>Supervisor (CSRA)</b> , <b>Management (CSRA)</b> , <b>Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (State)</b>	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Gender</b>	Click this field to indicate the gender to be displayed on the report. Valid values are <b>Male</b> and <b>Female</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Race And National Origin</b>	Click this field to indicate the RNO to be displayed on the report. Valid values are <b>Asian/Pacific Islander</b> , <b>Black</b> , <b>Hispanic</b> , <b>American Indian/Alaskan Native</b> , <b>White</b> , and <b>Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

**Length Of Service**

Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

**Time Frame**

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

**Sort By:**

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Organization**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

**Report As Chart Or Graph**

Click this field to indicate if you want the report displayed as a chart or graph. Valid values are **[Chart]** and **[Graph]**. The default for this field is **Chart**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

## Pay Plan And Grade Distribution

The Pay Plan and Grade Distribution report (**Figure 168**) is displayed when you select **Pay Plan And Grade Distribution** on the Workforce Reports menu (**Figure 88**). This report displays a count of employees in an organization across RNO and gender by grade with the option of selecting an additional sort category. Data for this report is obtained from the Personnel History database and is updated biweekly.

Organizational Structure

Personnel Office Identifier

Pay Plan

Occupational Series

Disability Code

Gender

Race and National Origin

Occupation (PATCO)

Supervisory Status

Location (State)

Employment Type (PFT)

Age

Education Level

Length of Service

Time Frame

Sort By: Pay Plan

Figure 168. Pay Plan And Grade Distribution report

After running the Pay Plan And Grade Distribution report (**Figure 168**), the Pay Plan And Grade Distribution report (**Figure 169**) is displayed.

U.S. Department Of Agriculture  
Distribution By Pay Plan and Grade Category

Calendar Year = 2003 and Personnel Office Identifier = 5217 = USDA - GDCO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and RNO = White and Gender = Female and Supervisory Status = Non-Supervisory and Occ Ser = 0342 - MANAGEMENT AND PROGRAM ANALYSIS and Location (State) = Louisiana and PATCO = Professional or Administrative or Technical and Employment Type = Permanent Employees and Age >= 20 Years Old and Length of Service >= 5 years

By Pay Plan

Pay Plan Grade:	Total	Black	Hispanic	Asian Amer./Pacific Isl	Asian Amer./Alaskan Nat	White	Un-disclosed
GS	7	7					7
GS	7	7					7
GS	20	20					20
GS	20	20					20
GS	5	5					5
GS	1	1					1
Subtotal	61	61					61
Total	61	61					61

Total U.S. DEPARTMENT OF AGRICULTURE Population: 106375 (which includes employees that have not designated a Race and National Origin)

Figure 169. Pay Plan And Grade Distribution report (with criteria)

## Field Instructions:

<b>Organizational Structure</b>	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further customize your selection. There are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Gender</b>	Click this field to indicate the gender to be displayed on the report. Valid values are <b>Male</b> and <b>Female</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Race And National Origin</b>	Click this field to indicate the RNO Code to be displayed on the report. Valid values are <b>Asian/Pacific Islander, Black, Hispanic, American Indian/Alaskan Native, White</b> , and <b>Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional, Administrative, Technical, Clerical, Other</b> , and <b>Blue collar</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor, Supervisor/Manager, Management, Supervisor (CSRA), Management (CSRA), Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (State)</b>	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Length Of Service</b>	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.



## Time Frame

Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are **Calendar Year** and **Fiscal Year**. The default for this field is **Calendar Year**. Multiple or block selections are not allowed. After making your selection, click **[Done]** or **[Cancel]**, as applicable.

## Sort By:

Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to **Pay Plan**. After making your selection, click **[Done]** or **[Reset]**, as applicable.

## Reduction In Force (RIF) Report

The Reduction In Force (RIF) report (**Figure 170**) is displayed when you select **Reduction In Force (RIF)** on the Workforce Reports menu (**Figure 88**). This report displays a list of employees on the RIF register. Data for this report is obtained from the PMSO database and is updated biweekly. You can select an employee from the list and obtain more information on each employee.

**Note:** This report contains detailed data.

Organizational Structure
Personnel Office Identifier
Competitive Level
Occupational Series
Pay Plan
Grade
Supervisory Status
Location (Duty State)
Location (Duty City)
Location (Duty County)
SMSA
Rating Patterns
Freeze Date
As of Date
Modal Rating
Sort Order

Figure 170. Reduction In Force (RIF) report

After running the Reduction In Force (RIF) report, the Reduction In Force (RIF) report (with criteria) (**Figure 171**) is displayed.

Reduction In Force Register					
Sensitive Personnel Data -- Use is Restricted					
Employing Office Code = 4015 - APPAL REG COMM-HRO RM 721 (WASHINGTON, DC) (AP05) and Pay Plan = E4 and Separation					
Accession Type = Not Separated at Accession this Pay Period					
By Retention Group Adjusted RCD for RIF					
APPALACHIAN REGIONAL COMMISSION					
(AP5)					
My Name	Adjusted RCD for RIF	Pay Plan - Series - Grade/Step	Competitive Level	DOI	HR No.
SSN#	RCD for RIF	Official Title	Org 3 - E	Duty Station	EP No.
Retention Group	Rating	Assigned Values	Total Perf credit	Source - Veterans Preference RIF code	
	02/03/0101	00-0101-5/0 0000		[0000] APPAL REG COMM-HRO RM 721 (WASHINGTON, DC)	0100
	03/03/0101		01-00-0000-00-00-00-00	(0000) Washington - [1.1] E-C	00
00	X-0000, -1000, -2000	..		0-0	
	06/18/0100	00-0101-5/0 0000		[0000] APPAL REG COMM-HRO RM 721 (WASHINGTON, DC)	0100
	06/18/1005		01-00-0000-00-00-00-00	(0000) Washington - [1.1] E-C	00
00	X-0000, -1000, -2000	..		0-0	

Figure 171. Reduction In Force (RIF) report (with criteria)

## Field Instructions:

<b>Organizational Structure</b>	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further customize your selection. There are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Competitive Level</b>	Click this field to indicate the Competitive Level to be displayed on the report. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor</b> , <b>Supervisor/Manager</b> , <b>Management</b> , <b>Supervisor (CSRA)</b> , <b>Management (CSRA)</b> , <b>Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Location (Duty State)</b>	Click this field to indicate the duty state of the organization. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (Duty City)</b>	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (Duty County)</b>	Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, <b>There were no counties designated for the selected state</b> , will appear. If this message appears, click <b>[Cancel]</b> to return to the report. The default for this field is <b>A11</b> . Multiple or block selections are allowed. If a selection is made, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>SMSA</b>	Click this field to indicate the Standard Metropolitan Statistical Area (SMSA) to be displayed on the report. This code consists of a two-position state code, a three-position county code, a four-position city code, a four-position (SMSA), and the literal description. If a selection is made, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Rating/Pattern</b>	Click this field to indicate the applicable pattern and level. Click the down arrow(s) to make your selection(s). If a selection is made, click <b>[Include]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Freeze Date</b>	Click this field to indicate the applicable “freeze” date. Click the down arrows to select the applicable month, day, and year. If a selection is made, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>As Of Date</b>	Click this field to indicate the applicable “as of” date. Click the down arrows to select the applicable month, day, and year. If a selection is made, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Modal Rating</b>	Click this field to indicate the applicable Modal rating. Click the down arrow(s) to make your selection(s). If a selection is made, click <b>[Include]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Print SSN</b>	Click this field to indicate whether or not to print the ssn. Select the applicable radio button. Valid values are <b>Yes</b> and <b>No</b> . This field defaults to <b>Yes</b> . If a selection is made, click <b>[Done]</b> , or <b>[Cancel]</b> .
<b>Sort Order</b>	Click this field to indicate how you want the report sorted. There are up to five levels of sort options for this field. After making your selection, click <b>[Done]</b> , <b>[Reset]</b> , or <b>[Cancel]</b> as applicable.



## Retirement Eligibility

The Retirement Eligibility report (**Figure 172**) is displayed when you select **Retirement Eligibility** on the Workforce Reports menu (**Figure 88**). This report displays a count across all employees eligible to retire within the next ten years. This report allows an optional sort across age also. These counts are grouped by the year of eligibility. Data for this report is obtained from the Personnel History database and is updated biweekly.

The following criteria are used when determining an employee's retirement eligibility:

- An employee that is 55, 56, 57, 58, or 59 years old with at least 30 years of service.
- An employee that is 60 or 61 years old with at least 20 years of service.
- An employee that is 62 years old with at least 5 years of service.

Organizational Structure

Personnel Office Identifier

Pay Plan

Occupational Series

Grade

Occupation (PATCO)

Supervisory Status

Location (State)

Employment Type (PFT)

Age

Disability Code

Gender

Race and National Origin

Education Level

Length of Service

Include Percentages?

Time Frame

Sort By: Organization

Report as Chart or Graph

**Figure 172. Retirement Eligibility report**

After running the Retirement Eligibility report (**Figure 172**), the Retirement Eligibility report (with criteria) (**Figure 173**) is displayed.

**Retirement Eligibility**  
U.S. Department Of Agriculture

Calendar Year = 2003 And Personnel Office Identifier = 5337 - Usda - Octo - Rfc (New Orleans, La) (ag50) And Pay Plan = Gs And Rn  
Supervisory Status = Nonsupervisory And Grade = 11 And Location (State) = Louisiana And Patco = Professional Or Administrative O  
= Permanent Employees And Age >= 20 Years Old And Length Of Service >= 5 Years

By Org

Org	Total	% of Population	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
USDA The Chief Financial Officer	11	100	3	27.3	1	9.1	2	18.2	-	-	1	9.1	1	9.1	1	9.1	-
<b>Total</b>	<b>11</b>	<b>100</b>	<b>3</b>	<b>27.3</b>	<b>1</b>	<b>9.1</b>	<b>2</b>	<b>18.2</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>9.1</b>	<b>1</b>	<b>9.1</b>	<b>1</b>	<b>9.1</b>	<b>-</b>

Total U.S. DEPARTMENT OF AGRICULTURE Population: 106175

**Figure 173. Retirement Eligibility report (with criteria)**

## Field Instructions:

<b>Organizational Structure</b>	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further customize your selection. There are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional</b> , <b>Administrative</b> , <b>Technical</b> , <b>Clerical</b> , <b>Other</b> , and <b>Blue collar</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor</b> , <b>Supervisor/Manager</b> , <b>Management</b> , <b>Supervisor (CSRA)</b> , <b>Management (CSRA)</b> , <b>Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (State)</b>	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Gender</b>	Click this field to indicate the gender to be displayed on the report. Valid values are <b>Male</b> and <b>Female</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Race And National Origin</b>	Click this field to indicate the RNO to be displayed on the report. Valid values are <b>Asian/Pacific Islander</b> , <b>Black</b> , <b>Hispanic</b> , <b>American Indian/Alaskan Native</b> , <b>White</b> , and <b>Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.



<b>Length Of Service</b>	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Include Percentages?</b>	Click this field to indicate whether or not to include percentage columns for each data column on the report. The default for this field is <b>No</b> . Valid values are <b>Yes</b> and <b>No</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as appropriate.
<b>Time Frame</b>	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are <b>Calendar Year</b> and <b>Fiscal Year</b> . The default for this field is <b>Calendar Year</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Sort By:</b>	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to <b>Organization</b> . After making your selection, click <b>[Done]</b> or <b>[Reset]</b> , as applicable.
<b>Report As Chart Or Graph</b>	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are <b>[Chart]</b> and <b>[Graph]</b> . The default for this field is <b>Chart</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.

## Retirement Profile (Inc. Early Out)

The Retirement Profile (Inc. Early Out) report (**Figure 174**) is displayed when you select **Retirement Profile (Inc. Early Out)** on the Workforce Reports menu (**Figure 88**). This report displays a count of all employees in an organization that are eligible to retire under regular or early-out options. Counts for employees eligible for “early outs” are displayed in total and across both early out criteria options. Data for this report is obtained from the Personnel History database and is updated biweekly.

The following CSRS criteria are used when determining an employee’s “early out” eligibility:

- An employee with more than 25 years of service.
- An employee that is at least 50 years old with at least 20 years of service.

```
Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Time Frame
Sort By: Organization
Report as Chart or Graph
```

**Figure 174. Retirement Profile (Inc. Early Out) report**

After running the Retirement Profile (Inc. Early Out) report (**Figure 174**), the Retirement Profile (Inc. Early Out) report (with criteria) (**Figure 175**) is displayed.

**Retirement Profile (Inc. Early Out)**  
U.S. Department Of Agriculture

Calendar Year = 2003 and Personnel Office Identifier = 5317 - USDA - OCFO - NFC (NEW ORLEANS, LA) (AG90) and Pay Plan = GS and RNO = White and Gender = Female or Male and Supervisory Status = Non-Supervisory and Location (State) = Louisiana and PATCO = Professional or Administrative or Technical and Employment Type = Permanent Employees and Age >= 20 Years Old and Length of Service >= 5 years

By Org

Org	Tot Org	Eligible (Reg)	%	Tot Eligible (Reg + Early Out)	%	Tot Eligible (Early Out)	%	Age (50+) and Yrs of Serv (20+) (Early Out)	%	Yrs of Serv (25+) (Age<50) (Early Out)	%
Off Of The Chief Financial Officer	487	56	11	185	38	129	26	87	18	42	9
Total	487	56	11	185	38	129	26	87	18	42	9

Figure 175. Retirement Profile (Inc. Early Out) report (with criteria)

**Field Instructions**

**Organizational Structure** Click this field to indicate the organization level to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

**Personnel Office Identifier**

Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

**Pay Plan**

Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select **Pay Plan Groupings Include** for a list of what is contained in these two classifications. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

**Occupational Series**

Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional</b> , <b>Administrative</b> , <b>Technical</b> , <b>Clerical</b> , <b>Other</b> , and <b>Blue collar</b> . The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor</b> , <b>Supervisor/Manager</b> , <b>Management</b> , <b>Supervisor (CSRA)</b> , <b>Management (CSRA)</b> , <b>Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (State)</b>	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Gender</b>	Click this field to indicate the gender to be displayed on the report. Valid values are <b>Male</b> and <b>Female</b> . The default for this field is <b>A11</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Race And National Origin</b>	Click this field to indicate the RNO to be displayed on the report. Valid values are <b>Asian/Pacific Islander</b> , <b>Black</b> , <b>Hispanic</b> , <b>American Indian/Alaskan Native</b> , <b>White</b> , and <b>Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Length Of Service</b>	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Time Frame</b>	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not to run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are <b>Calendar Year</b> and <b>Fiscal Year</b> . The default for this field is <b>Calendar Year</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Sort By:</b>	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to <b>Organization</b> . After making your selection, click <b>[Done]</b> or <b>[Reset]</b> , as applicable.
<b>Report As Chart Or Graph</b>	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are <b>[Chart]</b> and <b>[Graph]</b> . The default for this field is <b>Chart</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.



## Roster Of Employees

The Roster of Employees report (**Figure 176**) is displayed when you select **Roster Of Employees** on the Workforce Reports menu (**Figure 88**). This report displays a list of employees in an organization. You can select an employee on the list to obtain information about that employee. There are several categories of information for each employee. The following fields are displayed on this report:

- Name
- SSN
- Pay Plan
- Occupational Series
- Grade/Step
- Base Salary
- Pay Basis
- Individual Position Number
- Federal Service Computation Date
- Tour Of Duty
- Veterans Preference Code (NOTE: Codes **X** and **N** are abbreviated)
- Official Title
- Date Of Birth

**Note:** This report contains detailed data.

```
Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (Duty State)
Location (Duty City)
Location (Duty County)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Tenure Group
Uniform Service Status
Veteran Status
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
Sort Order: Last Name
```

**Figure 176. Roster Of Employees report**

After running the Roster Of Employees report (**Figure 176**), the Roster Of Employee report (with criteria) (**Figure 177**) is displayed.

Roster of Employees									
Baseline Personnel Data -- Line Is Restricted									
Pay Plan = GS and Occ Ser = B08L - MISCELLANEOUS ADMINISTRATION and Grade = 13 and Separation Accession Type = Not Separated									
Roster									
By Last Name									
APPALACHIAN REGIONAL COMMISSION									
(RPO)									
Name	Pay Plan / Series / Grade / Vstep	Base Salary	Type Appr / Vstep	Status	Excess	MO for Retirement	Ret Plan Grade	MO for WFLA	
LORE	Difficult Side		Org 2 - 3		P31		Study 3.0000		745.00

**Figure 177. Roster of Employees report (with critieria)**

**Field Instructions:**

**Organizational Structure** Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click **[Done]**, **[Cancel]**, or **[Next]**, as applicable. If you click **[Next]**, additional organizational information is displayed. You can continue to make selections and click **[Next]** to further customize your selection. There are nine organizational levels available when clicking **[Next]**. Multiple or block selections are not allowed when you click **[Next]**. If you wish to return to the previous level, click **[Previous]**. Your security access determines how many levels you are able to access.

**Personnel Office Identifier** Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click **[Done]** or **[Cancel]** as applicable.

**Pay Plan** Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**. If you select either **Blue Collar (DOC Only)** or **Pay Bands (DOC Only)**, you can select ***Pay Plan Groupings Include*** for a list of what is contained in these two classifications. The default for this field is **All**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

**Occupational Series** Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.

**Grade** Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is **A11**. Multiple or block selections are allowed. After making your selection, click **[Include]**, **[Exclude]**, **[Cancel]**, or **[Reset]**, as applicable.



<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional</b> , <b>Administrative</b> , <b>Technical</b> , <b>Clerical</b> , <b>Other</b> , and <b>Blue collar</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor</b> , <b>Supervisor/Manager</b> , <b>Management</b> , <b>Supervisor (CSRA)</b> , <b>Management (CSRA)</b> , <b>Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (Duty State)</b>	Click this field to indicate the duty state of the organization. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (Duty City)</b>	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (Duty County)</b>	Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, <b>There were no counties designated for the selected state</b> , will appear. If this message appears, click <b>[Cancel]</b> to return to the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. If a selection is made, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.

<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Gender</b>	Click this field to indicate the gender to be displayed on the report. Valid values are <b>Male</b> and <b>Female</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Race And National Origin</b>	Click this field to indicate the RNO Code to be displayed on the report. Valid values are <b>Asian/Pacific Islander</b> , <b>Black</b> , <b>Hispanic</b> , <b>American Indian/Alaskan Native</b> , <b>White</b> , and <b>Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Tenure Group</b>	Click this field to indicate the tenure group to displayed on the report. Valid values are <b>Not In Any Retention Group</b> , <b>Group 1</b> , <b>Group 2</b> , and <b>Group 3</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Uniform Service Status</b>	Click this field to indicate the uniform service status. Valid values are <b>None</b> , <b>Ready Reserve</b> , <b>Standby Reserve</b> , <b>National Guard</b> , <b>Retired Military-Regular</b> , and <b>Retired Military-Non-regular</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Veteran Status</b>	Click this field to indicate the veteran status in relation to the Vietnam War. Valid values are <b>Not A Veteran Of The Vietnam Era (Prior To 9/30/91)</b> , <b>Vietnam Era Veteran</b> , <b>Pre-Vietnam Era Veteran</b> , <b>Post-Vietnam Era Veteran</b> , and <b>Not A Veteran (After 9/30/91)</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Separation Accession Type</b>	Click this field to indicate the separation accession status to be included on the report. Valid values are <b>Not Separated</b> , <b>Regular</b> , <b>Deceased</b> , and <b>Accession This Pay Period</b> . The default for this field is <b>Not Separated Or Accession This Pay Period</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Type Of Appointment</b>	Click this field to indicate the appointment type to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type</b>	Click this field to indicate the employment type to be displayed on the report. Valid values are <b>Full-time</b> , <b>Part-time</b> , <b>Intermittent</b> , <b>Fee Basis Of Piecework</b> , and <b>First 40 Hours</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Special Employee Code</b>	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Retirement System</b>	Click this field to indicate the retirement system to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Sort Order:</b>	Click this field to indicate how you want the report sorted. There are up to six levels of sort options for this field. Multiple or block selections are not allowed. This field defaults to <b>Last Name</b> . After making your selection, click <b>[Done]</b> or <b>[Reset]</b> , as applicable.

## Salary Summary

The Salary Summary report (**Figure 178**) is displayed when you select **Salary Summary** on the Workforce Reports menu (**Figure 88**). This report displays the total and average salary for an organization. Data for this report is obtained from the Personnel History database and is updated biweekly.

```

Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (State)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Time Frame
Sort By: Organization
Report as Chart or Graph
    
```

**Figure 178. Salary Summary report**

After running the Salary Summary report (**Figure 178**), the Salary Summary report (with criteria) (**Figure 179**) is displayed.

Salary Summary			
U.S. Department Of Agriculture			
Calendar Year = 2003 And Personnel Office Identifier = 5317 - Usda - Ocfo - Nfc (new Orleans, La) (ag90) And Pay Plan = Gs And Rno = White And Gender = Female And Supervisory Status = Non-supervisory And Occ Ser = 0343 - Management And Program Analysis And Grade = 11 And Location (state) = Louisiana And Patco = Professional Or Administrative And Employment Type = Permanent Employees And Age >= 20 Years Old And Length Of Service >= 5 Years			
By Org			
Org	Total Salary	Avg. Salary	Employee Count
Off Of The Chief Fnanci Offcr	\$1,050,544.00	\$52,527.00	20
<b>Total</b>	<b>\$1,050,544.00</b>	<b>\$52,527.00</b>	<b>20</b>

Total U.S. DEPARTMENT OF AGRICULTURE Population: 106375

**Figure 179. Salary Summary report (with criteria)**

## Field Instructions


<b>Organizational Structure</b>	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further customize your selection. There are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional</b> , <b>Administrative</b> , <b>Technical</b> , <b>Clerical</b> , <b>Other</b> , and <b>Blue collar</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor</b> , <b>Supervisor/Manager</b> , <b>Management</b> , <b>Supervisor (CSRA)</b> , <b>Management (CSRA)</b> , <b>Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (State)</b>	Click this field to indicate the state to be included on the report. The states are listed alphabetically. You can use the scroll bar to search for the applicable state(s). The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Gender</b>	Click this field to indicate the gender to be displayed on the report. Valid values are <b>Male</b> and <b>Female</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Race And National Origin</b>	Click this field to indicate the RNO Code to be displayed on the report. Valid values are <b>Asian/Pacific Islander</b> , <b>Black</b> , <b>Hispanic</b> , <b>American Indian/Alaskan Native</b> , <b>White</b> , and <b>Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Length Of Service</b>	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Time Frame</b>	Click this field to indicate the year to be displayed on the report. Use the scroll bar to select the applicable year from the box. You must also select the applicable radio button to indicate whether or not run the report using the calendar or fiscal year that corresponds with the year selected in the box. Valid values for the radio buttons are <b>Calendar Year</b> and <b>Fiscal Year</b> . The default for this field is <b>Calendar Year</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Sort By:</b>	Click this field to indicate how you want the report sorted. Multiple or block selections are not allowed. This field defaults to <b>Organization</b> . After making your selection, click <b>[Done]</b> or <b>[Reset]</b> , as applicable.
<b>Report As Chart Or Graph</b>	Click this field to indicate if you want the report displayed as a chart or graph. Valid values are <b>[Chart]</b> and <b>[Graph]</b> . The default for this field is <b>Chart</b> . Multiple or block selections are not allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.

## Statement Of Earnings And Leave

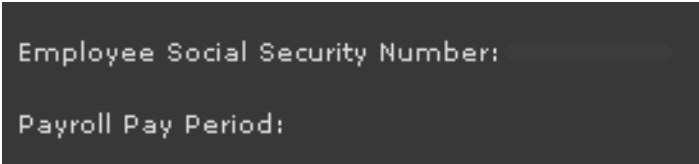
The Statement of Earnings and Leave report (window 1) (**Figure 180**) is displayed when you select **Statement of Earnings and Leave** on the Workforce Reports menu (**Figure 88**). This report displays an employee's earnings statement for a pay period. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.



Employee Social Security Number:

**Figure 180. Statement Of Earnings And Leave report (window 1)**

After completing the Employee Social Security Number field, click **[Done]**. The Statement of Earnings and Leave report (window 2) (**Figure 181**) is displayed.



Employee Social Security Number:  
Payroll Pay Period:

**Figure 181. Statement Of Earnings And Leave report (window 2)**

After completing the Payroll Pay Period field on the Statement of Earnings and Leave report (window 2) (**Figure 181**), the Statement of Earnings and Leave report (with criteria) (**Figure 182**) is displayed.



OFFICE OF THE CHIEF FINANCIAL OFFICER										70461-3915			FORM AD-334 USDA
SSNO	PAY PERIOD DATE MO DA YR MO DA YR		P/P	T&A CONTACT POINT	ACCT STAT	ORG STRUCTURE	POI	PAY PLAN	GR	ST			
999-99-9999	10/17/2004	10/30/2004	21	90-22-XXXX-40-62	0010	90-70-40-0040	5317	GS	12	06			
SALARY	RATE	TYPE EMPL	SCD FOR LEAVE	RET. DEDUCTIONS THIS APPOINTMENT		STATEMENT OF EARNINGS AND LEAVE							
88366.00	PA	F/T	3/15/1985	7,511.97									
EARNINGS AND DEDUCTIONS													
CODE	ITEM DESCRIPTION	HOURS		AMOUNT									
		P/P	Y-T-D	P/P	Y-T-D								
01	REGULAR TIME	63.50	1,370.00			2,688.58				57,886.83			
17 50	TRAVEL REIMBURSEMENTS									54.00			
21	OVERTIME - PREMIUM RATE	2.50	139.50			105.86				5,906.50			
31	HOLIDAY WORKED		3.50							148.19			
44	CASH AWARD									875.00			
61	ANNUAL LEAVE	16.50	193.25			698.61				8,112.71			
62	SICK LEAVE		153.25							6,467.18			
64	COMPENSATORY LEAVE		2.00							81.50			
66	OTHER LEAVE		121.50							5,102.95			
XX XX	**** PAY PERIOD HOURS & GROSS PAY ****	82.50				3,493.05				84,634.86			
75 02	RETIREMENT					27.10				621.26			
75 15	TSP-FERS					169.36				3,882.56			
76	SOCIAL SECURITY (OASDI)					209.57				5,084.01			
77	FEDERAL TAX EXEMPTS M04					360.78				9,365.09			
78	ST TAX LA EXEMPTS M02					106.29				2,611.87			
81	FEGLI- COVERAGE \$91,000					13.65				313.05			
82	OPT FEGLI-AGE BRACKET 3					29.60				679.00			
83	FEHBA - ENROLL CODE 105					112.88				2,580.92			
85	CHARITABLE CONTRIBUTNS					2.00				46.00			
88	SAVINGS ACCT XXXXXXXXXX085					200.00				4,600.00			
88 40	TSP LOAN REPAY (FED)					38.60				887.80			
97	MEDICARE TAX WITHHELD					49.01				1,188.96			
XX XX	***** TOTAL DEDUCTIONS *****					1,318.84				31,860.52			
XX XX	***** NET PAY *****					2,174.21				52,774.34			
XX XX	DD/EFT ROUTING NO. XXXXXXXXXX												
BOND ACCOUNT						YEAR TO DATE LEAVE STATUS					PT. HRS UNAPP	MAX. C/O	
AUTH NO	DENOM- INATION	DEDUC- TION	BALANCE AVAIL.	NO. ISSUED	ISSUE DATE	TYPE	ACCRUED	USED	BALANCE	PROJECTED USE OR LOSE			
						ANN	168.00	149.50	255.50	55.50		240.00	
						SICK	84.00	139.75	646.25			LEAVE CATEG	
						COMP						8	
JOIN THE CHALLENGE HEALTHIERFEDS-OCTOBER 4TH- DECEMBER 26TH. FOR MORE INFORMATION VISIT: <a href="http://WWW.OPM.GOV/HEALTHIERFEDS/">HTTP://WWW.OPM.GOV/HEALTHIERFEDS/</a> TSP OPEN SEASON IS OCT.15-DEC.31. FEHB AND FSA OPEN SEASON NOVEMBER 8-DECEMBER 31. CONTACT YOUR SERVISING PERSONNEL OFFICE FOR ADDITIONAL INFO.													
Official Pay Date 11/11/2004													

Joe Harley  
100 Maple Lane  
New Orleans, LA 70000-0000

Figure 182. Statement Of Earnings And Leave report (with criteria)

### Field Instructions

**Employee Social  
Security Number**

Type the employee's nine-digit ssn in this field. After typing the ssn, click **[Done]**.

**Payroll Pay Period**

Select the pay period to be displayed on the report.



## Use-Or-Lose Leave Report

The Use-Or-Lose Leave report (**Figure 183**) is displayed when you select **Use-Or-Lose Report** on the Workforce Reports menu (**Figure 88**). The Use-Or-Lose report (**Figure 183**) displays a list of employees (by organization) who are in a use-or-lose situation regarding annual leave. Data for this report is obtained from the Payroll/Personnel database and is updated biweekly.

Organizational Structure
Personnel Office Identifier
Pay Plan
Occupational Series
Grade
Occupation (PATCO)
Supervisory Status
Location (Duty State)
Location (Duty City)
Location (Duty County)
Employment Type (PFT)
Age
Disability Code
Gender
Race and National Origin
Education Level
Length of Service
Tenure Group
Uniform Service Status
Veteran Status
Separation Accession Type: Not Separated or Accession this Pay Period
Type of Appointment
Employment Type
Special Employee Code
Retirement System
Sort Order: SSNO

Figure 183. Use-Or-Lose report

After running the Use-Or-Lose report (**Figure 183**), the Use-Or-Lose report (with criteria) (**Figure 184**) is displayed.

Listing of Employees With Leave To Be Used Before End-Of-Year  
(Annual, Comp Time, Rel OBS Comp Use-Or-Lose Leave Balance)

As Of  
Sensitive Personnel Data -- Use Is Restricted  
U. S. DEPARTMENT OF AGRICULTURE  
Office Of The Chief Financial Officer  
National Finance Center  
Government Employees Services Division  
Government Employees Services Branch  
(04/05/20080000)

Name	SSNO	Org	Type Group	Leave Left	Comp Annual Balance	Rel OBS Through Year-End	Use- Or- Lose	Leave Used YTD	Comp Leave	Rel OBS Comp	Rel OBS Comp This Year
		AG-00-70-00-00-00-00-00-00	C(D) Full-Time	0	34.25	40	34.25	0	174.25	0.25	0
		AG-00-70-00-00-00-00-00-00	C(D) Full-Time	0	400	40	440	200	0	1	0
		AG-00-70-00-00-00-00-00-00	C(D) Full-Time	0	235.3	40	245.3	13.5	131.25	1	0
		AG-00-70-00-00-00-00-00-00	C(D) Full-Time	0	122	40	162	112	04	1.25	0
		AG-00-70-00-00-00-00-00-00	C(D) Full-Time	0	123	40	163	115	01	10.5	0
		AG-00-70-00-00-00-00-00-00	C(D) Full-Time	0	64.25	40	104.25	0	146.5	0	-0.25
		AG-00-70-00-00-00-00-00-00	C(D) Full-Time	0	120	14	134	14	01	0	0
		AG-00-70-00-00-00-00-00-00	C(D) Full-Time	0	146	40	186	146	01	0	0
		AG-00-70-00-00-00-00-00-00	C(D) Full-Time	0	173.25	14	187.25	40.75	107	2	0
		AG-00-70-00-00-00-00-00-00	C(D) Full-Time	0	174.25	14	188.25	13.25	104.25	0	0

Figure 184. Use-Or-Lose report (with criteria)

## Field Instructions

<b>Organizational Structure</b>	Click this field to indicate the organization to be displayed on the report. The default for this field is based upon your security access. After making your selection, click <b>[Done]</b> , <b>[Cancel]</b> , or <b>[Next]</b> , as applicable. If you click <b>[Next]</b> , additional organizational information is displayed. You can continue to make selections and click <b>[Next]</b> to further customize your selection. There are nine organizational levels available when clicking <b>[Next]</b> . Multiple or block selections are not allowed when you click <b>[Next]</b> . If you wish to return to the previous level, click <b>[Previous]</b> . Your security access determines how many levels you are able to access.
<b>Personnel Office Identifier</b>	Click this field to indicate the POI to be displayed on the report. The 4-digit POI code and the name of the personnel office are both displayed in this field. A selection(s) in the Organizational Structure field generates data in this field. This field may also be used to indicate the SON. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> as applicable.
<b>Pay Plan</b>	Click this field to select either the 2-character pay plan or for Department of Commerce, you can select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> . If you select either <b>Blue Collar (DOC Only)</b> or <b>Pay Bands (DOC Only)</b> , you can select <b>Pay Plan Groupings Include</b> for a list of what is contained in these two classifications. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupational Series</b>	Click this field to indicate the occupational series to be displayed on the report. The 4-digit code and the literal are both displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Grade</b>	Click this field to indicate the applicable 2-digit grade level to be displayed on the report. The grades levels are displayed in descending order. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Occupation (PATCO)</b>	Click this field to indicate the applicable job code to be displayed on the report. Valid values are <b>Professional</b> , <b>Administrative</b> , <b>Technical</b> , <b>Clerical</b> , <b>Other</b> , and <b>Blue collar</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Supervisory Status</b>	Click this field to indicate whether or not the employee(s) on the report have supervisory status. Valid values are <b>Supervisor</b> , <b>Supervisor/Manager</b> , <b>Management</b> , <b>Supervisor (CSRA)</b> , <b>Management (CSRA)</b> , <b>Leader</b> , and <b>Non-Supervisory</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (Duty State)</b>	Click this field to indicate the duty state of the organization. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (Duty City)</b>	Click this field to indicate the duty city of the organization. The options available for this field are determined upon your selection in the Location (Duty State) field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Location (Duty County)</b>	Click this field to indicate the county of the organization, if applicable. If there is no county for the organization based upon your selection in the Location (Duty State) and the Location (Duty City) field, a message, <b>There were no counties designated for the selected state</b> , will appear. If this message appears, click <b>[Cancel]</b> to return to the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. If a selection is made, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type (PFT)</b>	Click this field to indicate the full-time or part-time status of the employee. You can select <b>Employment Types Include</b> for definitions of the various employment types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Age</b>	Click this field to indicate the applicable age range category to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Disability Code</b>	Click this field to indicate the disability code to be displayed on the report. This field displays both the 2-digit numeric code and the literal. You can select <b>Targeted Disabilities Include</b> for definitions of the various handicap types. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Gender</b>	Click this field to indicate the gender to be displayed on the report. Valid values are <b>Male</b> and <b>Female</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Race And National Origin</b>	Click this field to indicate the RNO Code to be displayed on the report. Valid values are <b>Asian/Pacific Islander</b> , <b>Black</b> , <b>Hispanic</b> , <b>American Indian/Alaskan Native</b> , <b>White</b> , and <b>Other</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Education Level</b>	Click this field to indicate the education level to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Length Of Service</b>	Click this field to indicate the length of service range to be displayed on the report. This field is categorized in ranges of five year increments. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Done]</b> or <b>[Cancel]</b> , as applicable.
<b>Tenure Group</b>	Click this field to indicate the tenure group to displayed on the report. Valid values are <b>Not In Any Retention Group</b> , <b>Group 1</b> , <b>Group 2</b> , and <b>Group 3</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Uniform Service Status</b>	Click this field to indicate the uniform service status. Valid values are <b>None</b> , <b>Ready Reserve</b> , <b>Standby Reserve</b> , <b>National Guard</b> , <b>Retired Military-Regular</b> , and <b>Retired Military-Non-regular</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Veteran Status</b>	Click this field to indicate the veteran status in relation to the Vietnam War. Valid values are <b>Not A Veteran Of The Vietnam Era (Prior To 9/30/91)</b> , <b>Vietnam Era Veteran</b> , <b>Pre-Vietnam Era Veteran</b> , <b>Post-Vietnam Era Veteran</b> , and <b>Not A Veteran (After 9/30/91)</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.

<b>Separation Accession Type</b>	Click this field to indicate the separation accession status to be included on the report. Valid values are <b>Not Separated</b> , <b>Regular</b> , <b>Deceased</b> , and <b>Accession This Pay Period</b> . The default for this field is <b>Not Separated Or Accession This Pay Period</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Type Of Appointment</b>	Click this field to indicate the appointment type to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Employment Type</b>	Click this field to indicate the employment type to be displayed on the report. Valid values are <b>Full-time</b> , <b>Part-time</b> , <b>Intermittent</b> , <b>Fee Basis Of Piecework</b> , and <b>First 40 Hours</b> . The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Special Employee Code</b>	Click this field to indicate the special employee code to be displayed on the report. Both the 2-digit numeric code and the alpha literal are displayed in this field. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Retirement System</b>	Click this field to indicate the retirement system to be displayed on the report. The default for this field is <b>All</b> . Multiple or block selections are allowed. After making your selection, click <b>[Include]</b> , <b>[Exclude]</b> , <b>[Cancel]</b> , or <b>[Reset]</b> , as applicable.
<b>Sort Order</b>	Click this field to indicate the sort order options to be displayed on the report. You can select six levels of sort options. Click the down arrow to display the various sort options. Each level has two parts. The first part is the literal sort, and the second part is whether or not you want to sort in ascending or descending order. If no sort options are selected, <b>Last Name</b> is used to sort the data.





## W-2 Wage And Tax Statement

The W-2 and Tax Statement report (**Figure 185**) is displayed when you select **W-2 Wage And Tax Statement** on the Workforce Reports menu (**Figure 88**). This report displays an employee's W-2 information.



Figure 185. W-2 Wage And Tax Statement report

After completing the W-2 Wage and Tax Statement report (**Figure 185**), the W-2 Wage and Tax Statement report (with criteria) (**Figure 186**) is displayed.

Figure 186. W-2 Wage And Tax Statement report (with criteria)

### Field Instructions

Employee Social  
Security Number

Type the employee's nine-digit ssn in this field. After typing the ssn, click **[Done]**.

Year

Type the year of the W-2 to be displayed on the Report. After typing the year, click **[Done]**.



---

# Heading Index

This index provides an alphabetical list of all headings in the procedure. When a heading is referenced, you can use this index to locate the page number.

## A

[About The Reporting Center, 1](#)

[Access And Security, 3](#)

Account Number

[Energy Data Download Report, 30](#)

[Energy Detail Report, 36](#)

[Energy Summary Report, 42](#)

[Telephone Download Report, 48](#)

[Telephone Over the Max Limit Report, 51](#)

[Account Status, 48](#)

[Accounting Month, 57](#)

[Accounting Station, 58](#)

[Active Employee Search By Last Name, 90](#)

[Adjustment Type, 64](#)

Age

[All Actions Minority Profile Report, 101](#)

[All Actions Report, 97](#)

[Education Level Profile Report, 147](#)

[Employment By Disability Code Report, 171](#)

[Employment Changes Report, 175](#)

[Gender Profile Report, 183](#)

[Grade Distribution Report, 187](#)

[Grade Range Report, 195](#)

[Grades Across Minority And Gender Report, 191](#)

[Hires Minority Profile Report, 109](#)

[Hires Report, 105](#)

[Leave Balances Report, 199](#)

[Leave Liability Report, 205](#)

[Length Of Service Profile Report, 211](#)

[Life Insurance Listing Report, 216](#)

[Manpower Analysis Report, 221](#)

[Minority Profile Report, 227](#)

[Occupation \(PATCO\) Profile Report, 231](#)

[Organization Profile Report, 235](#)

[Pay Plan And Grade Distribution Report, 239](#)

[Promotions Minority Profile Report, 117](#)

[Promotions Report, 113](#)

[Retirement Eligibility Report, 247](#)

[Retirement Profile \(Inc. Early Out\) Report, 251](#)

[Roster Of Employees Report, 255](#)

[Salary Summary Report, 261](#)

[Separations Minority Profile Report, 125](#)

[Separations Report, 121](#)

[Use-Or-Lose Report, 269](#)

[Age Profile, 129](#)

Agency

[Energy Data Download Report, 27](#)

[Energy Detail Report, 34](#)

[Energy Summary Report, 40](#)

[FSDW Abnormal Balance By Fund Report, 62](#)

[FSDW Abnormal Balance By Treas Sym Report, 60](#)

[FSDW Adjustments Report, 64](#)

[FSDW Consolidated Financial Statements Report, 66](#)

[FSDW Crosswalk Trial Balance Report, 68](#)

[FSDW Eliminations Report, 70](#)

[FSDW Financial Statement Consistency Report, 73](#)

[FSDW FMS2108, 85](#)

[FSDW GL Account Trial Balance Report, 76](#)

[FSDW Preliminary Financial Statements Report, 78](#)

[FSDW SF133, 84](#)

[FSDW Trial Balance By Treasury Symbol Report, 82](#)

[FSDW Trial Balance Report, 80](#)

[SF-224 Abstract Of Trans \(SCAP5D\) Report, 57](#)

[Telephone Download Report, 47](#)

[Telephone Over the Max Limit Report, 51](#)

[ALC, 54](#)

[All Actions, 95](#)

[All Actions Minority Profile, 99](#)

Appn/Allottee

[Energy Data Download Report, 28](#)

[Energy Detail Report, 34](#)

[Energy Summary Report, 40](#)

[Appropriation Fund/Receipt Symbol, 58](#)

[As Of Date, 243](#)

## B

[Beginning Fiscal Year, 60](#)

[Billing Cycle, 49](#)

[Bills Dated, 54](#)

Budget Act.

[Energy Data Download Report, 29](#)  
[Energy Detail Report, 36](#)  
[Energy Summary Report, 41](#)

## C

[Change Your Password, 7](#)

[Change Password, 23](#)

[Change Your Password Pop-up Field Instructions, 23](#)

[Civilian Employment \(SF113-A\) Report, 133](#)

[Civilian Employment \(SF113-G\) Report, 135](#)

Class/Sp. Purpose

[Energy Data Download Report, 28](#)  
[Energy Detail Report, 34](#)  
[Energy Summary Report, 40](#)

[Competitive Level, 242](#)

[Confirm New Password, 24](#)

[Contact Point, 45](#)

Control Number

[FSDW Adjustments Report, 64](#)  
[FSDW Eliminations Report, 70](#)

Cost Resp. Center

[Energy Data Download Report, 28](#)  
[Energy Detail Report, 34](#)  
[Energy Summary Report, 40](#)

Cost Resp. Division

[Energy Data Download Report, 28](#)  
[Energy Detail Report, 34](#)  
[Energy Summary Report, 40](#)

[Creating A Report As A Chart Or Graph, 16](#)

[Creating A Spreadsheet, 21](#)

[Creating Reports, 15](#)

## D

[Date Paid, 58](#)

[Date Processed, 52](#)

[Dental Plan Payment Report, 137](#)

[Direct Hire \(Yes/No\), 135](#)

Disability Code

[Age Profile Report, 131](#)  
[All Actions Minority Profile Report, 101](#)  
[All Actions Report, 97](#)

[Education Level Profile Report, 147](#)

[Employment By Disability Code Report, 171](#)

[Employment Changes Report, 175](#)

[Gender Profile Report, 183](#)

[Grade Distribution Report, 187](#)

[Grade Range Report, 194](#)

[Grades Across Minority And Gender Report, 190](#)

[Hires Minority Profile Report, 109](#)

[Hires Report, 105](#)

[Leave Balances Report, 200](#)

[Leave Liability Report, 206](#)

[Length Of Service Profile Report, 211](#)

[Life Insurance Listing Report, 216](#)

[Manpower Analysis Report, 222](#)

[Minority Profile Report, 227](#)

[Occupation \(PATCO\) Profile Report, 231](#)

[Organization Profile Report, 235](#)

[Pay Plan And Grade Distribution Report, 238](#)

[Promotions Minority Profile Report, 117](#)

[Promotions Report, 113](#)

[Retirement Eligibility Report, 247](#)

[Retirement Profile \(Inc. Early Out\) Report, 251](#)

[Roster Of Employees Report, 256](#)

[Salary Summary Report, 261](#)

[Separations Minority Profile Report, 125](#)

[Separations Report, 121](#)

[Use-Or-Lose Report, 269](#)

Div/Branch

[Energy Data Download Report, 30](#)

[Energy Summary Report, 42](#)

Division

[Energy Data Download Report, 29](#)

[Energy Detail Report, 35](#)

[Energy Summary Report, 41](#)

[Document Reference Number, 54](#)

[Dues Withheld, 141](#)

## E

Education Level

[Age Profile Report, 131](#)

[All Actions Minority Profile Report, 101](#)

[All Actions Report, 97](#)

[Employment By Disability Code Report, 171](#)

[Employment Changes Report, 175](#)

[Gender Profile Report, 183](#)

[Grade Distribution Report, 187](#)

[Grade Range Report, 195](#)

[Grades Across Minority And Gender Report, 191](#)

[Hires Minority Profile Report, 109](#)

[Hires Report, 105](#)

[Leave Balances Report, 200](#)

[Leave Liability Report, 206](#)

[Length Of Service Profile Report, 212](#)  
[Life Insurance Listing Report, 217](#)  
[Manpower Analysis Report, 222](#)  
[Minority Profile Report, 227](#)  
[Occupation \(PATCO\) Profile Report, 231](#)  
[Organization Profile Report, 235](#)  
[Pay Plan And Grade Distribution Report, 239](#)  
[Promotions Minority Profile Report, 117](#)  
[Promotions Report, 113](#)  
[Retirement Eligibility Report, 246](#)  
[Retirement Profile \(Inc. Early Out\) Report, 252](#)  
[Roster Of Employees Report, 256](#)  
[Salary Summary Report, 262](#)  
[Separations Minority Profile Report, 125](#)  
[Separations Report, 121](#)  
[Use-Or-Lose Report, 270](#)

[Education Level Profile, 145](#)

[Elimination Type, 70](#)

[Employee Search \(By Name\), 149](#)

[Employee Search \(By SSNO\), 167](#)

Employee Social Security Number  
[Statement Of Earnings And Leave, 89](#)  
[Statement of Earnings and Leave Report, 266](#)  
[W-2 Wage and Tax Statement Report, 274](#)  
[W2 Wage And Tax Statement, 91](#)

[Employment By Disability Code, 169](#)

[Employment Changes, 173](#)

Employment Coverage  
[Civilian Employment \(SF-113A\) Report, 134](#)  
[Civilian Employment \(SF-113G\) Report, 136](#)

[Employment Month, 133](#)

Employment Type  
[Dental Plan Payment Report, 139](#)  
[Dues Withheld Report, 143](#)  
[Flexfund Report, 179](#)  
[Leave Balances Report, 201](#)  
[Leave Liability Report, 207](#)  
[Manpower Analysis Report, 223](#)  
[Roster Of Employees Report, 257](#)  
[Use-Or-Lose Report, 271](#)

Employment Type (PFT)  
[Age Profile Report, 130](#)  
[All Actions Minority Profile Report, 101](#)  
[All Actions Report, 97](#)  
[Education Level Profile Report, 147](#)  
[Employment By Disability Code Report, 171](#)  
[Employment Changes Report, 175](#)  
[Gender Profile Report, 183](#)  
[Grade Distributin Report, 187](#)  
[Grade Range Report, 195](#)  
[Grades Across Minority And Gender Report, 191](#)

[Hires Minority Profile Report, 109](#)  
[Hires Report, 105](#)  
[Leave Balances Report, 199](#)  
[Leave Liability Report, 205](#)  
[Length Of Service Profile Report, 211](#)  
[Life Insurance Listing Report, 216](#)  
[Manpower Analysis Report, 221](#)  
[Minority Profile Report, 227](#)  
[Occupation \(PATCO\) Profile Report, 231](#)  
[Organization Profile Report, 235](#)  
[Pay Plan And Grade Distribution Report, 239](#)  
[Promotions Minority Profile Report, 117](#)  
[Promotions Report, 113](#)  
[Retirement Eligibility Report, 247](#)  
[Retirement Profile \(Inc. Early Out\) Report, 251](#)  
[Roster Of Employees Report, 255](#)  
[Salary Summary Report, 261](#)  
[Separations Minority Profile Report, 125](#)  
[Separations Report, 121](#)  
[Use-Or-Lose Report, 269](#)

[Energy Data Download, 27](#)

[Energy Detail, 33](#)

[Energy Summary, 39](#)

Energy Type  
[Energy Data Download Report, 31](#)  
[Energy Detail Report, 37](#)

[Enter Last Name, 165](#)

[Enter New Password, 24](#)

[Enter Social Security Number, 167](#)

[Exiting The Reporting Center, 10](#)

## F

[F/Y Fund, 35](#)

[Fed Flex Plan, 178](#)

Feeder System Acronym  
[Energy Data Download Report, 30](#)  
[Energy Detail Report, 37](#)  
[Energy Summary Report, 43](#)

[Field Instructions For The Reporting Center, 23](#)

[Field Instructions For Using The Reporting Center, 23](#)

Financial Statement  
[FSDW Consolidated Financial Statements Report, 66](#)  
[FSDW Crosswalk Trial Balance Report, 67](#)  
[FSDW Preliminary Financial Statements Report, 77](#)

Fiscal Month  
[Abnormal Balance By Treas Sym Report, 59](#)  
[FSDW Abnormal Balance By Fund Report, 61](#)  
[FSDW FMS2108, 85](#)

[FSDW SF133, 84](#)

Fiscal Year

[FSDW Abnormal Balance By Fund Report, 61](#)  
[FSDW Abnormal Balance By Treas Sym Report, 59](#)  
[FSDW FMS2108, 85](#)  
[FSDW SF133, 84](#)

[Flex Fund, 177](#)

[Flexfund Report, 178](#)

[Freeze Date, 243](#)

[FSDW Abnormal Balance By Fund Report, 61](#)

[FSDW Abnormal Balance By Treas Sym, 59](#)

[FSDW Adjustments Report, 63](#)

[FSDW Consolidated Financial Statements, 65](#)

[FSDW Crosswalk Trial Balance, 67](#)

[FSDW Eliminations Report, 69](#)

[FSDW Financial Statement Consistency Report, 71](#)

[FSDW FMS2108, 85](#)

[FSDW GL Account Trial Balance, 75](#)

[FSDW Preliminary Financial Statements, 77](#)

[FSDW SF133, 83](#)

[FSDW Trial Balance, 79](#)

[FSDW Trial Balance By Treasury Symbol, 81](#)

Fund

[FSDW Abnormal Balance By Fund Report, 62](#)  
[FSDW Abnormal Balance By Treas Sym Report, 60](#)  
[FSDW Consolidated Financial Statements Report, 66](#)  
[FSDW Crosswalk Trial Balance Report, 68](#)  
[FSDW Financial Statement Consistency Report, 73](#)  
[FSDW GL Account Trial Balance Report, 76](#)  
[FSDW Preliminary Financial Statements Report, 78](#)  
[FSDW Trial Balance By Treasury Symbol Report, 82](#)  
[FSDW Trial Balance Report, 80](#)

FY/ Fund

[Energy Data Download Report, 29](#)  
[Energy Summary Report, 41](#)

FY/Appn

[Energy Data Download Report, 29](#)  
[Energy Detail Report, 36](#)  
[Energy Summary Report, 42](#)

## G

Gender

[Age Profile Report, 131](#)  
[All Actions Minority Profile Report, 101](#)  
[All Actions Report, 97](#)

[Education Profile Report, 147](#)

[Employment By Disability Code Report, 171](#)

[Grade Distribution Report, 187](#)

[Grade Range Report, 194](#)

[Hires Minority Profile Report, 109](#)

[Hires Report, 105](#)

[Leave Balances Report, 200](#)

[Leave Liability Report, 206](#)

[Length Of Service Profile Report, 211](#)

[Life Insurance Listing Report, 217](#)

[Manpower Analysis Report, 222](#)

[Occupation \(PATCO\) Profile Report, 231](#)

[Organization Profile Report, 235](#)

[Pay Plan And Grade Distribution Report, 238](#)

[Promotions Minority Profile Report, 117](#)

[Promotions Report, 113](#)

[Retirement Eligibility Report, 247](#)

[Retirement Profile \(Inc. Early Out\) Report, 251](#)

[Roster Of Employees Report, 257](#)

[Salary Summary Report, 262](#)

[Separations Minority Profile Report, 125](#)

[Separations Report, 121](#)

[Use-Or-Lose Report, 271](#)

[Gender Profile, 181](#)

Geographic Location Code

[Energy Data Download Report, 30](#)

[Energy Detail Report, 36](#)

[Energy Summary Report, 42](#)

[Getting Started In The Reporting Center , 5](#)

GL Account

[FSDW Crosswalk Trial Balance Report, 68](#)

[FSDW Financial Statement Consistency Report, 73](#)

[FSDW GL Account Trial Balance Report, 76](#)

[FSDW Trial Balance By Treasury Symbol Report, 82](#)

[FSDW Trial Balance Report, 80](#)

Govt. Owned/Leased

[Energy Data Download Report, 30](#)

[Energy Detail Report, 36](#)

[Energy Summary Report, 42](#)

Grade

[Age Profile Report, 130](#)

[All Actions Minority Profile Report, 100](#)

[All Actions Report, 96](#)

[Dental Plan Payment Report, 138](#)

[Dues Withheld Report, 142](#)

[Education Level Profile Report, 146](#)

[Employment By Disability Code Report, 170](#)

[Employment Changes Report, 174](#)

[Flexfund Report, 179](#)

[Gender Profile Report, 182](#)

[Grade Range Report, 195](#)

[Grades Across Minority And Gender Report, 190](#)

[Hires Minority Profile Report, 108](#)

[Hires Report, 104](#)  
[Leave Balances Report, 198](#)  
[Leave Liability Report, 205](#)  
[Length Of Service Profile Report, 210](#)  
[Life Insurance Listing Report, 215](#)  
[Manpower Analysis Report, 221](#)  
[Minority Profile Report, 226](#)  
[Occupation \(PATCO\) Profile Report, 230](#)  
[Organization Profile Report, 234](#)  
[Promotions Minority Profile Report, 116](#)  
[Promotions Report, 112](#)  
[Reduction In Force \(RIF\) Report, 242](#)  
[Retirement Eligibility Report, 246](#)  
[Retirement Profile \(Inc. Early Out\) Report, 251](#)  
[Roster Of Employees Report, 255](#)  
[Salary Summary Report, 261](#)  
[Separations Minority Profile Report, 124](#)  
[Separations Report, 120](#)  
[Use-Or-Lose Report, 269](#)

[Grade Distribution, 185](#)

[Grade Range, 193](#)

[Grades Across Minority And Gender, 189](#)

## H

[Hardware Requirements, 4](#)

[Hires, 103](#)

[Hires Minority Profile, 107](#)

[How Do I, 23](#)

## I

[Include Eliminations, 73](#)

[Include Notes, 24](#)

Include Percentages

[Age Profile Report, 131](#)  
[Education Level Profile Report, 147](#)  
[Length Of Service Profile Report, 212](#)  
[Occupation \(PATCO\) Profile Report, 232](#)  
[Retirement Eligibility Report, 248](#)

[Include Relative Civilian Labor Force \(RCLF\) Statistics,  
Gender Profile Report, 184](#)

Index Code

[Energy Data Download Report, 30](#)  
[Energy Detail Report, 36](#)  
[Energy Summary Report, 42](#)

## L

[Learning About The Reporting Center, 5](#)

[Leave Balances, 197](#)

[Leave Error, 45](#)

[Leave Liability, 203](#)

Length Of Service

[Age Profile Report, 131](#)  
[All Actions Minority Profile Report, 102](#)  
[All Actions Report, 98](#)  
[Education Level Profile Report, 147](#)  
[Employment By Disability Code Report, 171](#)  
[Employment Changes Report, 175](#)  
[Gender Profile Report, 184](#)  
[Grade Distribution Report, 187](#)  
[Grade Range Report, 196](#)  
[Grades Across Minority And Gender Report, 191](#)  
[Hires Minority Profile Report, 110](#)  
[Hires Report, 106](#)  
[Minority Profile Report, 227](#)  
[Occupation \(PATCO\) Profile Report, 231](#)  
[Organization Profile Report, 236](#)  
[Pay Plan And Grade Distribution Report, 239](#)  
[Promotions Minority Profile Report, 118](#)  
[Promotions Report, 114](#)  
[Retirement Eligibility Report, 248](#)  
[Retirement Profile \(Inc. Early Out\) Report, 252](#)  
[Salary Summary Report, 262](#)  
[Separations Minority Profile Report, 126](#)  
[Separations Report, 122](#)  
[Use-Or-Lose Report, 270](#)

[Length Of Service Profile, 209](#)

[Life Ins. Coverage, 214](#)

[Life Ins. Coverage 2, 214](#)

[Life Ins. Coverage 3, 215](#)

[Life Ins. Coverage 4, 215](#)

[Life Ins. Option, 214](#)

[Life Ins. Option 2, 214](#)

[Life Ins. Option 3, 215](#)

[Life Ins. Plan, 214](#)

[Life Ins. Plan 2, 214](#)

[Life Ins. Plan 3, 215](#)

[Life Ins. Plan 4, 215](#)

[Life Ins. Plan Display, 214](#)

[Life Insurance Listing, 213](#)

[List Box, 24](#)

[Local/Lodge, 143](#)



## Location

[Energy Data Download Report, 28](#)  
[Energy Detail Report, 34](#)  
[Energy Summary Report, 40](#)

## Location (Duty City)

[Dues Withheld Report, 142](#)  
[Flexfund Report, 179](#)  
[Leave Balances Report, 199](#)  
[Leave Liability Report, 205](#)  
[Life Insurance Listing Report, 216](#)  
[Manpower Analysis Report, 221](#)  
[Reduction In Force \(RIF\) Report, 243](#)  
[Roster Of Employees Report, 255](#)  
[Use-Or-Lose Report, 269](#)

## Location (Duty County)

[Dues Withheld Report, 143](#)  
[Flexfund Report, 179](#)  
[Leave Balances Report, 199](#)  
[Life Insurance Listing Report, 216](#)  
[Manpower Analysis Report, 221](#)  
[Reduction In Force \(RIF\) Report, 243](#)  
[Roster Of Employees Report, 255](#)  
[Use-Or-Lose Report, 269](#)

## Location (Duty State)

[Dental Plan Payment Report, 138](#)  
[Dues Withheld Report, 142](#)  
[Flexfund Report, 179](#)  
[Leave Balances Report, 199](#)  
[Leave Liability Report, 205](#)  
[Life Insurance Listing Report, 216](#)  
[Manpower Analysis Report, 221](#)  
[Reduction In Force \(RIF\) Report, 243](#)  
[Roster Of Employees Report, 256](#)  
[Use-Or-Lose Report, 270](#)

## Location (State)

[Age Profile Report, 130](#)  
[All Actions Minority Profile Report, 101](#)  
[All Actions Report, 97](#)  
[Education Level Profile Report, 146](#)  
[Employment By Disability Code Report, 170](#)  
[Employment Changes Report, 175](#)  
[Gender Profile Report, 183](#)  
[Grade Distribution Report, 187](#)  
[Grade Range Report, 195](#)  
[Grades Across Minority And Gender Report, 191](#)  
[Hires Minority Profile Report, 109](#)  
[Hires Report, 105](#)  
[Length Of Service Profile Report, 211](#)  
[Minority Profile Report, 227](#)  
[Occupation \(PATCO\) Profile Report, 231](#)  
[Organization Profile Report, 235](#)  
[Pay Plan And Grade Distribution Report, 239](#)  
[Promotions Minority Profile Report, 115](#)

[Promotions Report, 111](#)  
[Retirement Eligibility Report, 247](#)  
[Retirement Profile \(Inc. Early Out\) Report, 251](#)  
[Salary Summary Report, 261](#)  
[Separations Minority Profile Report, 123](#)  
[Separations Report, 119](#)

## Location 2

[Energy Data Download Report, 28](#)  
[Energy Detail Report, 34](#)  
[Energy Summary Report, 40](#)

# M

[Manpower Analysis, 219](#)

## Mgmt. Code

[Energy Data Download Report, 29](#)  
[Energy Detail Report, 35](#)  
[Energy Summary Report, 41](#)

[Minority Profile, 225](#)

## Mission Area

[FSDW Abnormal Balance By Fund Report, 62](#)  
[FSDW Abnormal Balance By Treas.Sym Report, 59](#)  
[FSDW Adjustments Report, 63](#)  
[FSDW Consolidated Financial Statements Report, 66](#)  
[FSDW Crosswalk Trial Balance Report, 68](#)  
[FSDW Eliminations Report, 69](#)  
[FSDW Financial Statement Consistency Report, 73](#)  
[FSDW GL Account Trial Balance Report, 75](#)  
[FSDW Preliminary Financial Statements Report, 78](#)  
[FSDW Trial Balance By Treasury Symbol Report, 82](#)  
[FSDW Trial Balance Report, 79](#)

[Modal Rating, 243](#)

[My Reports Listing Menu Field Instructions, 24](#)

[My Reports Pop-up Field Instructions, 24](#)

# N

## Nature Of Actions (For New Hires)

[All Actions Report, 96](#)  
[All Actions Minority Profile Report, 100](#)  
[Hires Minority Profile Report, 108](#)  
[Hires Report, 104](#)

## Nature Of Actions (For Promotions)

[Promotions Minority Profile Report, 116](#)  
[Promotions Report, 112](#)

## Nature Of Actions (For Separations)

[Separations Minority Profile Report, 124](#)  
[Separations Report, 120](#)

[Notes, 24](#)

## O

### Occupation (PATCO)

[Age Profile Report, 130](#)  
[All Actions Minority Profile Report, 100](#)  
[All Actions Report, 96](#)  
[Education Level Profile Report, 146](#)  
[Employment By Disability Code Report, 170](#)  
[Employment Changes Report, 174](#)  
[Gender Profile Report, 182](#)  
[Grade Distribution Report, 186](#)  
[Grade Range Report, 195](#)  
[Grades Across Minority And Gender Report, 190](#)  
[Hires Minority Profile Report, 108](#)  
[Hires Report, 104](#)  
[Leave Balances Report, 199](#)  
[Leave Liability Report, 205](#)  
[Length Of Service Profile Report, 210](#)  
[Life Insurance Listing Report, 215](#)  
[Manpower Analysis Report, 221](#)  
[Minority Profile Report, 226](#)  
[Organization Profile Report, 234](#)  
[Pay Plan And Grade Distribution Report, 239](#)  
[Promotions Minority Profile Report, 116](#)  
[Promotions Report, 112](#)  
[Retirement Eligibility Report, 246](#)  
[Retirement Profile \(Inc. Early Out\) Report, 251](#)  
[Roster Of Employees Report, 255](#)  
[Salary Summary Report, 260](#)  
[Separations Minority Profile Report, 124](#)  
[Separations Report, 120](#)  
[Use-Or-Lose Report, 268](#)

### [Occupation \(PATCO\) Profile, 229](#)

### Occupational Series

[Age Profile Report, 130](#)  
[All Actions Minority Profile Report, 100](#)  
[All Actions Report, 96](#)  
[Dental Plan Payment Report, 138](#)  
[Dues Withheld Report, 142](#)  
[Education Level Profile Report, 146](#)  
[Employment By Disability Code Report, 170](#)  
[Employment Changes Report, 174](#)  
[Flexfund Report, 178](#)  
[Gender Profile Report, 182](#)  
[Grade Distribution Report, 186](#)  
[Grade Range Report, 194](#)  
[Grades Across Minority And Gender Report, 190](#)  
[Hires Minority Profile Report, 108](#)  
[Hires Report, 104](#)  
[Leave Balances Report, 198](#)  
[Leave Liability Report, 205](#)  
[Length Of Service Profile Report, 210](#)  
[Life Insurance Listing Report, 215](#)  
[Manpower Analysis Report, 220](#)

[Minority Profile Report, 226](#)  
[Occupation \(PATCO\) Profile Report, 230](#)  
[Organization Profile Report, 234](#)  
[Pay Plan And Grade Distribution Report, 238](#)  
[Promotions Minority Profile Report, 116](#)  
[Promotions Report, 112](#)  
[Reduction In Force \(RIF\) Report, 242](#)  
[Retirement Eligibility Report, 246](#)  
[Retirement Profile \(Inc. Early Out\) Report, 250](#)  
[Roster Of Employees Report, 254](#)  
[Salary Summary Report, 260](#)  
[Separations Minority Profile Report, 124](#)  
[Separations Report, 120](#)  
[Use-Or-Lose Report, 268](#)

### Office/Division

[Energy Data Download Report, 30](#)  
[Energy Detail Report, 36](#)  
[Energy Summary Report, 42](#)

### [Online Help, 5](#)

### Org

[Energy Data Download Report, 29](#)  
[Energy Detail Report, 36](#)  
[Energy Summary Report, 42](#)

### Org/Sub-Unit

[Energy Detail Report, 35](#)  
[Energy Summary Report, 41](#)

### Organization

[Energy Data Download Report, 29](#)  
[Energy Detail Report, 35](#)

### [Organization Profile, 233](#)

### Organizational Structure

[Age Profile Report, 129](#)  
[All Actions Minority Profile Report, 100](#)  
[All Actions Report, 96](#)  
[Civilian Employment \(SF-113A\) Report, 133](#)  
[Civilian Employment \(SF-113G\) Report, 135](#)  
[Dental Plan Payment Report, 138](#)  
[Dues Withheld Report, 142](#)  
[Education Level Profile Report, 146](#)  
[Employment By Disability Code Report, 170](#)  
[Employment Changes Report, 174](#)  
[Flexfund Report, 178](#)  
[Gender Profile Report, 182](#)  
[Grade Distribution Report, 186](#)  
[Grade Range Report, 194](#)  
[Grades Across Minority And Gender Report, 190](#)  
[Hires Minority Profile Report, 108](#)  
[Hires Report, 104](#)  
[Leave Balances Report, 198](#)  
[Leave Liability Report, 204](#)  
[Length Of Service Profile Report, 210](#)  
[Life Insurance Listing Report, 214](#)  
[Manpower Analysis Report, 220](#)

[Minority Profile Report, 226](#)  
[Occupations \(PATCO\) Profile Report, 230](#)  
[Organization Profile Report, 234](#)  
[Pay Plan And Grade Distribution Report, 238](#)  
[Promotions Minority Profile Report, 116](#)  
[Promotions Report, 112](#)  
[Reduction In Force \(RIF\) Report, 242](#)  
[Retirement Eligibility Report, 246](#)  
[Retirement Profile \(Inc. Early Out\) Report, 250](#)  
[Roster Of Employees Report, 254](#)  
[Salary Summary Report, 260](#)  
[Separations Minority Profile Report, 124](#)  
[Separations Report, 120](#)  
[Use-Or-Lose Report, 268](#)

Organizaton

[Energy Data Download Report, 29](#)  
[Energy Summary Report, 41](#)

[OTRS/IPAC, 53](#)

[OTRS/IPAC Report, 53](#)

[Overview, 1](#)

## P

[Password, 23](#)

[Pay Period, 87](#)

Pay Plan

[Age Profile Report, 130](#)  
[All Actions Minority Profile Report, 100](#)  
[All Actions Report, 96](#)  
[Dental Plan Payment Report, 138](#)  
[Dues Withheld Report, 142](#)  
[Education Level Profile Report, 146](#)  
[Employment By Disability Code Report, 170](#)  
[Employment Changes Report, 174](#)  
[Flexfund Report, 178](#)  
[Gender Profile Report, 182](#)  
[Grade Distribution Report, 186](#)  
[Grade Range Report, 194](#)  
[Grades Across Minority And Gender Report, 190](#)  
[Hires Minority Profile Report, 108](#)  
[Hires Report, 104](#)  
[Leave Balances Report, 198](#)  
[Leave Liability Report, 204](#)  
[Length Of Service Profile Report, 210](#)  
[Life Insurance Listing Report, 215](#)  
[Manpower Analysis Report, 220](#)  
[Minority Profile Report, 226](#)  
[Occupation \(PATCO\) Profile Report, 230](#)  
[Organization Profile Report, 234](#)  
[Pay Plan And Grade Distribution Report, 238](#)  
[Promotions Minority Profile Report, 116](#)  
[Promotions Report, 112](#)

[Reduction In Force \(RIF\) Report, 242](#)  
[Retirement Eligibility Report, 246](#)  
[Retirement Profile \(Inc. Early Out\) Report, 250](#)  
[Roster Of Employees Report, 254](#)  
[Salary Summary Report, 260](#)  
[Separations Minority Profile Report, 124](#)  
[Separations Report, 120](#)  
[Use-Or-Lose Report, 268](#)

[Pay Plan And Grade Distribution, 237](#)

[Pay Register Date, 54](#)

[Payroll Office Number, 87](#)

Payroll Pay Period

[Statement of Earnings and Leave, 90](#)  
[Statement of Earnings and Leave Report, 26](#)

Personnel Office Identifier

[Age Profile Report, 130](#)  
[All Actions Minority Profile Report, 100](#)  
[All Actions Report, 96](#)  
[Dental Plan Payment Report, 138](#)  
[Dues Withheld Report, 142](#)  
[Education Level Profile Report, 146](#)  
[Employment By Disability Code Report, 170](#)  
[Employment Changes Report, 174](#)  
[Flexfund Report, 178](#)  
[Gender Profile Report, 182](#)  
[Grade Distribution Report, 186](#)  
[Grade Range Report, 194](#)  
[Grades Across Minority And Gender Report, 190](#)  
[Hires Minority Profile Report, 108](#)  
[Hires Report, 104](#)  
[Leave Balances Report, 198](#)  
[Leave Liability Report, 204](#)  
[Length Of Service Profile Report, 210](#)  
[Life Insurance Listing Report, 214](#)  
[Manpower Analysis Report, 220](#)  
[Minority Profile Report, 226](#)  
[Occupation \(PATCO\) Profile Report, 230](#)  
[Organization Profile Report, 234](#)  
[Pay Plan And Grade Distribution Report, 238](#)  
[Promotions Minority Profile Report, 116](#)  
[Promotions Report, 112](#)  
[Reduction In Force \(RIF\) Report, 242](#)  
[Retirement Eligibility Report, 246](#)  
[Retirement Profile \(Inc. Early Out\) Report, 250](#)  
[Roster Of Employees Report, 254](#)  
[Salary Summary Report, 260](#)  
[Separations Minority Profile Report, 124](#)  
[Separations Report, 120](#)  
[Use-Or-Lose Report, 268](#)

Pgm/Rgn/Div

[Energy Data Download Report, 29](#)  
[Energy Detail Report, 35](#)  
[Energy Summary Report, 41](#)

POD

[Abnormal Balance By Treas Sym Report, 60](#)

[FSDW Abnormal Balance By Fund Report, 62](#)  
[FSDW Consolidated Financial Statment Report, 66](#)  
[FSDW Crosswalk Trial Balance, 68](#)  
[FSDW Financial Statement Consistency Report, 73](#)  
[FSDW Preliminary Financial Statement, 78](#)  
[FSDW Trial Balance By Treasury Symbol Report, 82](#)  
[GL Account Trial Balance Report, 76](#)

[Print SSN, 243](#)

[Promotions, 111](#)

[Promotions Minority Profile, 115](#)

## R

Race And National Origin

[Age Profile Report, 131](#)  
[All Actions Minority Profile Report, 101](#)  
[All Actions Report, 97](#)  
[Education Level Profile Report, 147](#)  
[Employment By Disability Code Report, 171](#)  
[Gender Profile Report, 183](#)  
[Grade Distribution Report, 187](#)  
[Grade Range Report, 195](#)  
[Hires Minority Profile Report, 109](#)  
[Hires Report, 105](#)  
[Leave Balances Report, 200](#)  
[Leave Liability Report, 206](#)  
[Length Of Service Profile Report, 211](#)  
[Life Insurance Listing Report, 217](#)  
[Manpower Analysis Report, 222](#)  
[Occupation \(PATCO\) Profile Report, 231](#)  
[Organization Profile Report, 235](#)  
[Pay Plan And Grade Distribution Report, 239](#)  
[Promotions Minority Profile Report, 117](#)  
[Promotions Report, 113](#)  
[Retirement Eligibility Report, 247](#)  
[Retirement Profile \(Inc. Early Out\) Report, 252](#)  
[Roster Of Employees Report, 256](#)  
[Salary Summary Report, 262](#)  
[Separations Minority Profile Report, 125](#)  
[Separations Report, 121](#)  
[Use-Or-Lose Report, 271](#)

[Rating/Pattern, 243](#)

[Reduction In Force \(RIF\) Report, 241](#)

Region

[Energy Data Download Report, 28](#)  
[Energy Detail Report, 34](#)  
[Energy Summary Report, 40](#)

[Related Systems, 1](#)

Report As Chart Or Graph

[Age Profile Report, 132](#)

[All Actions Minority Profile Report, 102](#)  
[All Actions Report, 98](#)  
[Education Level Profile Report, 148](#)  
[Gender Profile Report, 184](#)  
[Grade Distribution Report, 188](#)  
[Hires Minority Profile Report, 110](#)  
[Hires Report, 106](#)  
[Length Of Service Profile Report, 212](#)  
[Minority Profile Report, 228](#)  
[Occupation \(PATCO\) Profile Report, 232](#)  
[Organization Profile Report, 236](#)  
[Promotions Minority Profile Report, 118](#)  
[Promotions Report, 114](#)  
[Retirement Eligibility Report, 248](#)  
[Retirement Profile \(Inc. Early Out\) Report, 252](#)  
[Salary Summary Report, 263](#)  
[Separations Minority Profile Report, 126](#)  
[Separations Report, 122](#)

[Report Descriptions, 23](#)

Report Line

[FSDW Adjustments Report, 64](#)  
[FSDW Crosswalk Trial Balance Report, 68](#)  
[FSDW Eliminations Report, 70](#)

[Report Name, 24](#)

Report Period

[Civilian Employment \(SF-113G\) Report, 135](#)  
[FSDW Adjustments Report, 63](#)  
[FSDW Consolidated Financial Statements Report, 66](#)  
[FSDW Crosswalk Trial Balance Report, 68](#)  
[FSDW Eliminations Report, 69](#)  
[FSDW Financial Statement Consistency Report, 72](#)  
[FSDW GL Account Trial Balance Report, 75](#)  
[FSDW Preliminary Financial Statements Report, 78](#)  
[FSDW Trial Balance By Treasury Symbol Report, 81](#)  
[FSDW Trial Balance Report, 79](#)

Report Year

[FSDW Adjustments Report, 63](#)  
[FSDW Consolidated Financial Statements Report, 66](#)  
[FSDW Crosswalk Trial Balance Report, 68](#)  
[FSDW Eliminations Report, 69](#)  
[FSDW Financial Statement Consistency Report, 72](#)  
[FSDW Preliminary Financial Statements Report, 78](#)  
[FSDW Trial Balance By Treasury Symbol Report, 81](#)  
[FSDW Trial Balance Report, 79](#)  
[FSDW GL Account Trial Balance Report, 75](#)

[Reporting Center Command Buttons, 9](#)

[Reporting Center Main Menu Field Instructions, 23](#)

[Requesting Access To The Reporting Center, 4](#)

[Responsibilities, 3](#)

[Retirement Eligibility, 245](#)

[Retirement Profile \(Inc. Early Out\), 249](#)

## Retirement System

[Dental Plan Payment Report, 139](#)  
[Dues Withheld Report, 143](#)  
[Flexfund Report, 180](#)  
[Leave Balances Report, 201](#)  
[Leave Liability Report, 207](#)  
[Manpower Analysis Report, 223](#)  
[Roster Of Employees Report, 258](#)  
[Use-Or-Lose Report, 272](#)

[Retrieving Reports From Your My Reports Folder, 20](#)

[Roster Of Employees, 253](#)

[Running Administrative Reports, 25](#)

[Running Financial Reports, 55](#)

[Running Personnel Action Reports, 93](#)

[Running Workforce Reports, 127](#)

## S

[Salary Summary, 259](#)

[Saving Reports To A Folder, 22](#)

[Saving Reports To Your My Reports Folder, 19](#)

### SCD Date (Leave)

[Dental Plan Payment Report, 139](#)  
[Dues Withheld Report, 144](#)

[Schedule Number, 58](#)

[Select A Report Menu, 10](#)

[Select A Report Menu Description, 24](#)

### Separation Accession Type

[Dental Plan Payment Report, 138](#)  
[Dues Withheld Report, 143](#)  
[Flexfund Report, 179](#)  
[Leave Balances Report, 201](#)  
[Leave Liability Report, 207](#)  
[Life Insurance Listing Report, 217](#)  
[Manpower Analysis Report, 223](#)  
[Roster Of Employees Report, 258](#)  
[Use-Or-Lose Report, 272](#)

[Separations, 119](#)

[Separations Minority Profile, 123](#)

### Service Date

[Energy Data Download Report, 30](#)  
[Energy Detail Report, 36](#)  
[Energy Summary Report, 42](#)

### Service Location

[Energy Data Download Report, 30](#)  
[Telephone Download Report, 48](#)

[Service Location \(City\), 48](#)

[Service Location \(State\), 48](#)

### Service Location Name

[Energy Detail Report, 36](#)  
[Energy Summary Report, 42](#)

[SF 2812, 87](#)

[SF-224 Abstract Of Trans \(SCAP5D\), 57](#)

[SMSA, 243](#)

### Sort By

[Age Profile Report, 132](#)  
[All Actions Minority Profile Report, 102](#)  
[All Actions Report, 98](#)  
[Education Level Profile Report, 148](#)  
[Employment By Disability Code Report, 172](#)  
[Employment Changes Report, 176](#)  
[Energy Detail Report, 37](#)  
[Gender Profile Report, 184](#)  
[Grade Distribution Report, 188](#)  
[Grade Range Report, 196](#)  
[Grades Across Minority And Gender Report, 191](#)  
[Hires Minority Profile Report, 110](#)  
[Hires Report, 106](#)  
[Length Of Service Profile Report, 212](#)  
[Minority Profile Report, 228](#)  
[Occupation \(PATCO\) Profile Report, 232](#)  
[Organization Profile Report, 236](#)  
[OTRS/IPAC Report, 54](#)  
[Pay Plan And Grade Distribution Report, 240](#)  
[Promotions Minority Profile Report, 118](#)  
[Promotions Report, 114](#)  
[Retirement Eligibility Report, 248](#)  
[Retirement Profile \(Inc. Early Out\) Report, 252](#)  
[Salary Summary Report, 263](#)  
[Separations Minority Profile Report, 126](#)  
[Separations Report, 122](#)  
[Telephone Over the Max Limit Report, 52](#)

[Sort By Gender Inside Of RNO Classification, 227](#)

### Sort Order

[Dental Plan Payment Report, 139](#)  
[Dues Withheld Report, 144](#)  
[Leave Balances Report, 201](#)  
[Leave Error Report, 45](#)  
[Leave Liability Report, 207](#)  
[Manpower Analysis Report, 223](#)  
[Reduction In Force \(RIF\) Report, 243](#)  
[Roster Of Employees Report, 258](#)  
[Use-Or-Lose Report, 272](#)

### Sp. Purpose

[Energy Detail Report, 35](#)  
[Energy Summary Report, 41](#)

### Special Employee Code

[Telephone Download Report, 48](#)

[Dues Withheld Report, 143](#)  
[Flexfund Report, 179](#)  
[Leave Balances Report, 201](#)  
[Leave Liability Report, 207](#)  
[Manpower Analysis Report, 223](#)  
[Roster Of Employees Report, 257](#)  
[Use-Or-Lose Report, 271](#)

[Special Purpose, 28](#)

[Starting The Reporting Center, 5](#)

State Office

[Energy Data Download Report, 29](#)  
[Energy Detail Report, 35](#)  
[Energy Summary Report, 41](#)

[Statement Of Earnings And Leave, 89](#)

[Sub Heading \(Selection Criteria\), 24](#)

Sub-Of fice

[Energy Data Download, 28](#)  
[Energy Detail Report, 34](#)  
[Energy Summary Report, 40](#)

[Suboffice, 28](#)

Subunit

[Energy Data Download Report, 28](#)  
[Energy Detail Report, 35](#)  
[Energy Summary Report, 41](#)

[Summarize By, 43](#)

Summary Or Detail Report

[FSDW FMS2108, 86](#)  
[FSDW SF133, 84](#)

Supervisory Status

[Age Profile Report, 131](#)  
[All Actions Minority Profile Report, 101](#)  
[All Actions Report, 97](#)  
[Employment By Disability Code Report, 171](#)  
[Employment Changes Report, 175](#)  
[Gender Profile Report, 183](#)  
[Grade Distribution Report, 186](#)  
[Grade Range Report, 195](#)  
[Grades Across Minority And Gender Report, 191](#)  
[Hires Minority Profile Report, 109](#)  
[Hires Report, 105](#)  
[Leave Balances Report, 199](#)  
[Leave Liability Report, 205](#)  
[Length Of Service Profile Report, 211](#)  
[Life Insurance Listing Report, 216](#)  
[Manpower Analysis Report, 221](#)  
[Minority Profile Report, 227](#)  
[Occupation \(PATCO\) Profile Report, 230](#)  
[Organization Profile Report, 235](#)  
[Pay Plan And Grade Distribution Report, 239](#)  
[Promotions Minority Profile Report, 117](#)  
[Promotions Report, 113](#)

[Reduction In Force \(RIF\) Report, 242](#)  
[Retirement Eligibility Report, 246](#)  
[Retirement Profile \(Inc. Early Out\) Report, 251](#)  
[Roster Of Employees Report, 255](#)  
[Salary Summary Report, 261](#)  
[Separations Minority Profile Report, 125](#)  
[Separations Report, 121](#)  
[Use-Or-Lose Report, 269](#)

## T

[T&A Contact \(City\), 48](#)  
[T&A Contact \(State\), 48](#)  
[T&A Contact Name, 48](#)

T&A Contact Point

[Telephone Download Report, 48](#)  
[Telephone Over the Max Limit Report, 51](#)

[Telephone Download, 47](#)  
[Telephone Over The Max Limit, 51](#)

Tenure Group

[Leave Balances Report, 200](#)  
[Leave Liability Report, 206](#)  
[Life Insurance Listing Report, 217](#)  
[Manpower Analysis Report, 222](#)  
[Roster Of Employees Report, 257](#)  
[Use-Or-Lose Report, 270](#)

Time Frame

[Age Profile Report, 132](#)  
[All Actions Minority Profile Report, 102](#)  
[All Actions Report, 98](#)  
[Education Level Profile Report, 148](#)  
[Employment By Disability Code Report, 172](#)  
[Gender Profile Report, 184](#)  
[Grade Distribution Report, 188](#)  
[Grade Range Report, 196](#)  
[Grades Across Minority And Gender Report, 191](#)  
[Hires Minority Profile Report, 110](#)  
[Hires Report, 106](#)  
[Length Of Service Profile Report, 212](#)  
[Minority Profile Report, 228](#)  
[Occupation \(PATCO\) Profile Report, 232](#)  
[Organization Profile Report, 236](#)  
[Pay Plan And Grade Distrubtion Report, 240](#)  
[Promotions Minority Profile Report, 118](#)  
[Promotions Report, 114](#)  
[Retirement Eligibility Report, 248](#)  
[Retirement Profile \(Inc. Early Out\) Report, 252](#)  
[Salary Summary Report, 263](#)  
[Separations Minority Profile Report, 126](#)  
[Separations Report, 122](#)

[Time Frame 1, 175](#)  
[Time Frame 2, 176](#)



## Treasury Symbol

[FSDW Abnormal Balance By Fund Report, 62](#)  
[FSDW Abnormal Balance By Treas Sym Report, 60](#)  
[FSDW Consolidated Financial Statements Report, 66](#)  
[FSDW Crosswalk Trial Balance Report, 68](#)  
[FSDW Financial Statement Consistency Report, 73](#)  
[FSDW FMS2108, 86](#)  
[FSDW GL Account Trial Balance Report, 76](#)  
[FSDW Preliminary Financial Statements Report, 78](#)  
[FSDW SF133, 84](#)  
[FSDW Trial Balance By Treasury Symbol Report, 82](#)  
[FSDW Trial Balance Report, 80](#)

## Type Of Appointment

[Dental Plan Payment Report, 139](#)  
[Dues Withheld Report, 143](#)  
[Flexfund Report, 179](#)  
[Leave Balances Report, 201](#)  
[Leave Liability Report, 207](#)  
[Life Insurance Listing Report, 218](#)  
[Manpower Analysis, 223](#)  
[Roster Of Employees Report, 258](#)  
[Use-Or-Lose Report, 272](#)

## Type Service

[Telephone Download Report, 49](#)  
[Telephone Over the Max Limit Report, 51](#)

# U

## Uniform Service Status

[Leave Balances Report, 200](#)  
[Leave Liability Report, 206](#)  
[Life Insurance Listing Report, 217](#)  
[Manpower Analysis Report, 222](#)  
[Roster Of Employees Report, 257](#)  
[Use-Or-Lose Report, 270](#)

[Union/Association, 143](#)

## Unit

[Energy Data Download Report, 28](#)  
[Energy Detail Report, 35](#)  
[Energy Summary Report, 41](#)

[Use-Or-Lose Leave Report, 267](#)

## User ID

[FSDW Adjustments Report, 64](#)  
[FSDW Eliminations Report, 70](#)

[Reporting Center Main Menu Field Instructions, 23](#)

[Use The Description Pop-ups, 7](#)

[Use The How Do I Pop-ups, 8](#)

[Using The Reporting Center, 15](#)

# V

## Vendor

[Energy Data Download Report, 30](#)  
[Energy Detail Report, 37](#)  
[Energy Summary Report, 43](#)

[Vendor \(City\), 49](#)

[Vendor \(State\), 49](#)

## Vendor Name

[Telephone Download Report, 49](#)  
[Telephone Over the Max Limit Report, 51](#)

[Vendor Number, 48](#)

## Veteran Status

[Leave Balances Report, 200](#)  
[Leave Liability Report, 206](#)  
[Life Insurance Listing Report, 217](#)  
[Manpower Analysis Report, 222](#)  
[Roster Of Employees Report, 256](#)  
[Use-Or-Lose Report, 270](#)

[Viewing Reports Online, 18](#)

# W

[W-2 Wage And Tax Statement, 273](#)

[W2 Wage And Tax Statement, 91](#)

# Y

## Year

[W2 Wage And Tax Statment, 92](#)  
[W-2 Wage And Tax Statment, 273](#)

## Year And Pay Period

[Dues Withheld Report, 144](#)  
[Dental Plan Payment Report, 139](#)  
[Flexfund Report, 180](#)